



# **MAILMAN GETTING STARTED MANUAL**

**Version 7.1 & Patch XM\*7.1\*50**

**July 1999**

Department of Veterans Affairs  
VISTA Software Development  
Infrastructure Product Line



# Preface

The "MailMan Getting Started Manual" provides descriptive information and instructions on the use of the MailMan software within the VA's Veterans Health Information Systems and Technology Architecture (VISTA) environment. This document is intended for all personnel who use VISTA's MailMan software, and it emphasizes the changes made to the MailMan interface introduced by MailMan Patch XM\*7.1\*50 (i.e., Patch 50).

The MailMan Development Team appreciates and encourages all feedback regarding MailMan and its use. Please include any problems encountered or enhancements you would like incorporated into the MailMan software and documentation. Although we can't guarantee their incorporation, the MailMan Development Team will consider your suggestions for future enhancements to MailMan.



# Table of Contents

<b>Orientation.....</b>	<b>Orientation-1</b>
<b>Introduction .....</b>	<b>Introduction-1</b>
<b>1. Choosing Your Default Message Reader.....</b>	<b>1-1</b>
Classic Message Reader.....	1-3
Detailed Full Screen Message Reader .....	1-11
Action Codes—Basket Message Lists .....	1-15
Summary Full Screen Message Reader .....	1-19
How to Set Your Default Message Reader .....	1-21
<b>2. Organizing Your Mail Baskets and Messages .....</b>	<b>2-1</b>
How to Name Your Mail Baskets .....	2-3
How to Set Your Delivery Basket Privileges .....	2-5
How to Set Your Mail Basket Prompt.....	2-9
How to Choose Your Message Display Order .....	2-13
<b>3. Designating Other Preference Entries .....</b>	<b>3-1</b>
Personal Preferences .....	3-3
Banners.....	3-3
Message Action Default .....	3-11
Show Titles.....	3-13
Priority Responses.....	3-15
P-MESSAGE From.....	3-23
MailMan Institution.....	3-25
Network Signature.....	3-29
Introduction .....	3-35
Preferred Editor .....	3-41
Contact Information .....	3-45

<b>4. Managing Your Mail—Overview .....</b>	<b>4-1</b>
Reading/Managing <i>New</i> Messages and Responses.....	4-3
Reading/Managing <i>All</i> Messages and Responses .....	4-5
Basket Action Commands .....	4-7
Individual Messages Action Commands .....	4-15
Sending Mail.....	4-19
<b>Glossary.....</b>	<b>Glossary-1</b>
<b>Index.....</b>	<b>Index-1</b>

# Orientation




## How to Use this Manual

Throughout this manual, advice and instructions are offered regarding the use of MailMan V. 7.1 with Patch 50 (i.e., XM\*7.1\*50) and the functionality it provides for Veterans Health Information Systems and Technology Architecture (**VISTA**) software products.

There are no special legal requirements involved in the use of MailMan's interface.

This manual uses several methods to highlight different aspects of the material:

- Various symbols are used throughout the documentation to alert the reader to special information. The following table gives a description of each of these symbols:

Symbol	Description
	Used to inform the reader of general information including references to additional reading material.
	Used to caution the reader to take special notice of critical information.
	Used to inform the reader of helpful tips or tricks they can use when working with MailMan.

**Table 1: Documentation Symbol Descriptions**

- Descriptive text is presented in a proportional font (as represented by this font).
- "Snapshots" of computer online displays (i.e., roll-and-scroll screen captures/dialogues) and computer source code are shown in a *non*-proportional font and enclosed within a box.
  - User's responses to online prompts will be boldface type.
  - The "<RET>" found within these snapshots indicate that the user should press the Enter or Return key on their keyboard.
  - Author's comments are displayed in italics or as "callout" boxes.



*Callout boxes refer to labels or descriptions usually enclosed within a box, which point to specific areas of a displayed image.*



**Unless otherwise noted, all sample screen captures/dialogue boxes in this manual are derived from using either MailMan's Detailed or Summary Full Screen message readers.**

- All uppercase is reserved for the representation of M code, variable names, or the formal name of options, field and file names, and security keys (e.g., the XUPROGMODE key).

## How to Obtain Help Online

### Help at Prompts

MailMan has extensive online help, commonly used system default prompts, and bulletins. Users are strongly encouraged to enter question marks at any response prompt. At the end of the help display, you are immediately returned to the point from which you started. This is an easy way to learn about any aspect of MailMan.

To retrieve online documentation in the form of Help in MailMan:

- Enter a single question mark ("?",) at a field/prompt to obtain a brief description. If a field is a pointer, entering one question mark ("?",) displays the HELP PROMPT field contents and a list of choices, if the list is short. If the list is long, the user will be asked if the entire list should be displayed. A YES response will invoke the display. The display can be given a starting point by prefacing the starting point with an up-arrow ("^") as a response. For example, ^M would start an alphabetic listing at the letter M instead of the letter A while ^127 would start any listing at the 127th entry.
- Enter two question marks ("??") at a field/prompt for a more detailed description. Also, if a field is a pointer, entering two question marks displays the HELP PROMPT field contents and the list of choices.
- Enter three question marks ("???",) at a field/prompt to invoke additional Help text stored in Help Frames.

In addition to the "question mark" help, you can use the Help (User/Group Info., etc.) menu option on the main MailMan Menu to access the MailMan Help Frames through the following options:

- New Features in MailMan
- General MailMan Information
- Questions and Answers on MailMan
- Manual for MailMan Users

The Help Frames themselves are grouped according to function. The lead frame for a function contains the "keywords" or reference words, highlighted in reverse video, for linking to related frames. For example, while in a Help Frame, enter the desired keyword at the "Select HELP SYSTEM action or <return>:" prompt. The user can return to the previous Help frame simply by pressing the Enter/Return key at the message prompt.





*For more information on obtaining online help, please refer to Chapter 11, "Online Help/Information," in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

## Assumptions About the Reader

This user manual is written with the assumption that the reader is familiar with the **VISTA** computing environment.

It provides an overall explanation of configuring the MailMan interface and the changes contained in MailMan Patch 50 (i.e., XM\*7.1\*50). However, no attempt is made to explain how the overall **VISTA** programming system is integrated and maintained. Such methods and procedures are documented elsewhere. We suggest you look at the various VA home pages on the World Wide Web (WWW) for a general orientation to **VISTA**. For example, check out the following web sites:

- Veterans Health Information Systems and Technology Architecture (**VISTA**), formerly known as the Decentralized Hospital Computer Program (DHCP) System:
  - <http://www.va.gov/vama.htm#DHCP>
  - <http://vawww.va.gov/vama.htm#DHCP>
- **VISTA** Software Development Home Page: <http://vista.med.va.gov/>

## VA FileMan

A knowledge of general VA FileMan is all that is required to use MailMan. VA FileMan menus present the viewer with information, and then give the user an opportunity to make a selection based on the information, through the use of a message prompt. Most prompts require the entry of "Y" for yes or "N" for no (in any case). If yes or no is contained within the prompt, as in "YES//", pressing the Enter/Return key (<RET>) selects this response.

Text can also be entered at message prompts. A <RET> must be entered following the text in order for the computer to accept the information. If you wish to skip a prompt, just enter <RET>. If a keyword is being entered at the prompt, only the first four letters need to be entered, as VA FileMan recognizes the entire keyword from the first four letters.

If there is more than one selection for an entry, a list of all possible selections either appears or can be solicited by entering a question mark ("?"). The viewer can enter leading characters of the name or the list number of a selection. All of the entries, with the exception of question mark subject searches, can be entered in either upper- or lowercase.

## Related Manuals and Other References

Readers who wish to learn more about MailMan should consult the following:

- "MailMan V. 7.1 & Patch XM\*7.1\*50 Release Notes"
- "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual"
- "MailMan V. 7.1 & Patch XM\*7.1\*50 Programmer Manual"
- "MailMan V. 7.1 & Patch XM\*7.1\*50 Technical Manual"
- "MailMan V. 7.1 Network Reference Manual"
- MailMan Home Page at the following web address:  
<http://vista.med.va.gov/mailman/index.html>

This site contains additional information and documentation.

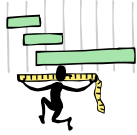
MailMan documentation is made available online, on paper, and in Adobe Acrobat Portable Document Format (PDF). The PDF documents *must* be read using the Adobe Acrobat Reader (i.e., ACROREAD.EXE), which is freely distributed by Adobe Systems Incorporated at the following web address:

<http://www.adobe.com/>



*For more information on the use of the Adobe Acrobat Reader, please refer to the "Adobe Acrobat Quick Guide" at the following web address:*

<http://vista.med.va.gov/infrastructure/acrobat/index.html>



# Introduction—Customizing Your MailMan Message Center

This manual describes how you can customize the MailMan V. 7.1 interface introduced with Patch 50.

MailMan has always given you the opportunity to customize the interface to best suit your needs. However, with Patch 50 you now have even more configurable options and settings to further optimize the MailMan interface. This flexibility saves you time and frustration when dealing with your e-mail.

The topics covered in this manual include:

- **Chapter 1**—"Choosing Your Default Message Reader"
- **Chapter 2**—"Organizing Your Mail Baskets and Messages"
- **Chapter 3**—"Designating Other Preference Entries"
- **Chapter 4**—"Managing Your Mail—Overview"

You might find it more helpful to customize the MailMan interface before you start using it. However, you can customize the interface and set your preferences at anytime. As you become more familiar with the MailMan interface, you may decide to go back and reset your preferences based on your experience.





## 1. Choosing Your Default Message Reader

---

<b>Topics To Be Discussed:</b>	<ul style="list-style-type: none"><li>• <b>Classic Message Reader</b></li><li>• <b>Detailed Full Screen Message Reader</b></li><li>• <b>Summary Full Screen Message Reader</b></li><li>• <b>How to Set Your Default Message Reader</b></li></ul>
--------------------------------	--

There are several ways to read and manage your messages. However, you should first choose the message reader that best suits your needs.

MailMan V. 7.1 with Patch 50 gives you the opportunity to choose how to display your messages when using the Read/Manage Messages option [synonym RML]. In addition to the original version of the MailMan reader (i.e., Classic), two other readers are available. Thus, you can choose from the following three message readers:

- **Classic (default)**
- **Detailed Full Screen**
- **Summary Full Screen**

These three message readers are described in greater detail below.



*For more information on the Read/Manage Messages option [RML], please refer to Chapters 2 and 3 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*



## Classic Message Reader

The Classic message reader is basically the same reader you saw with MailMan prior to Patch 50 but with a few improvements. It is "classic" in that it is the reader with which you are most familiar (i.e., the one that has always been used in the past). However, we suggest you try either of the two other message readers (i.e., Detailed Full Screen or Summary Full Screen). They give you more choices and additional functionality that can prove beneficial when working with MailMan.



*Prior to initially configuring your MailMan interface, the reader is set to default to the Classic reader.*

The following summary information is available with the Classic message reader (after you choose a mail basket from which to read and entering *one* question mark):

- **Basket**—Basket containing the messages (e.g., "IN").
- **Message Totals:**
  - How many messages in the basket
  - Range of message numbers in the basket
  - How many message are new in the basket
- **Flags**—Any special flags associated with the messages in the basket (e.g., Priority ["!"] or New ["\*"] flags).



*The priority flag is the exclamation point ("!"). Prior to Patch 50, it was a plus sign ("+").*

- **Message Numbers**—The numbers associated with the messages (meaningful for this list only).
- **Subject**—Subject of each message in the mail basket.
- **From**—The name of the person who sent each message in the mail basket.

The following detailed information is available with the Classic message reader (after you choose a mail basket from which to read and enter *two* question marks):

- **Basket**—Basket containing the messages (e.g., "IN").
- **Message Totals:**
  - How many messages in the basket
  - Range of message numbers in the basket
  - How many message are new in the basket
- **Flags**—Any special flags associated with the messages in the basket (e.g., Priority ["!"] or New ["\*"] flags).



*The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").*

- **Message Numbers**—The numbers associated with the messages (meaningful for this list only).
- **MailMan Internal Message Identification Number**—The MailMan message numbers generated internally for each message (displayed in brackets).
- **Message Sent Date**—The date each message was sent (i.e., day, month, year).
- **Subject**—Subject of each message in the mail basket.
- **Lines**—Number of lines of text for each message in the mail basket.
- **From**—The name of the person who sent each message in the mail basket.
- **Read/Rcvd**—Total number of responses read and received for a message. If there are no responses to a message, no totals will be indicated.

MailMan continues to read messages sequentially depending on the message order you've specified. You set the message order display through the User Options Edit option on the Personal Preferences menu (i.e., "MESSAGE ORDER?:" prompt).



*For more information on the "MESSAGE ORDER?:" prompt, please refer to the "How to Choose Your Message Display Order" topic in Chapter 2 in this manual.*

## Preview Messages

The Classic message reader can "preview" the next message to be read in a mail basket by displaying the message subject, sender, mail basket, and message number in that basket on two lines. For example:

```
Subj: Patch 50    From: BLUE,THOMAS E.  
MailMan Basket Message: 9//
```

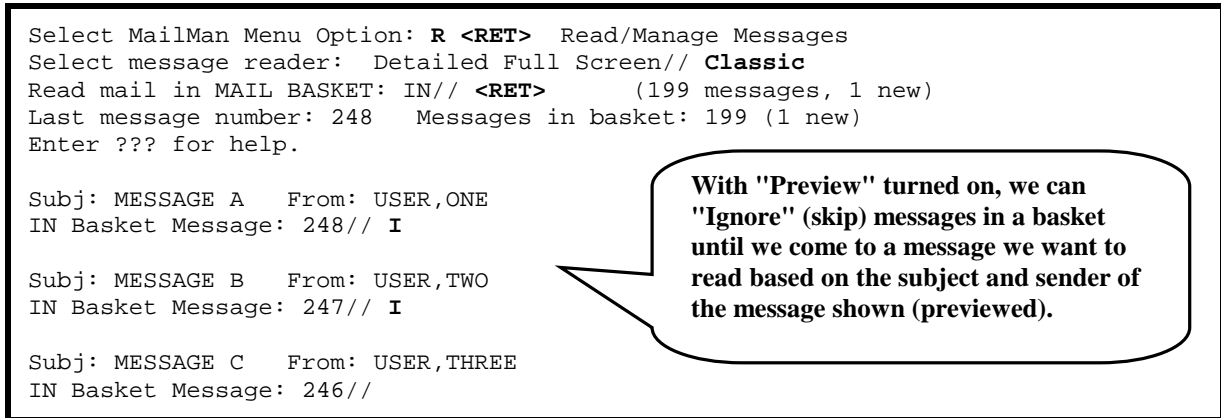
**Figure 1: Preview Feature in Classic MailMan**

When you are scrolling through the messages in a basket, you can choose whether or not MailMan should display (preview) the message subject and sender before you read the message.

Seeing the message subject and sender may help you decide whether or not you wish to read the message. If you decide not to read the message, you can "Ignore" it and move on to the next message.

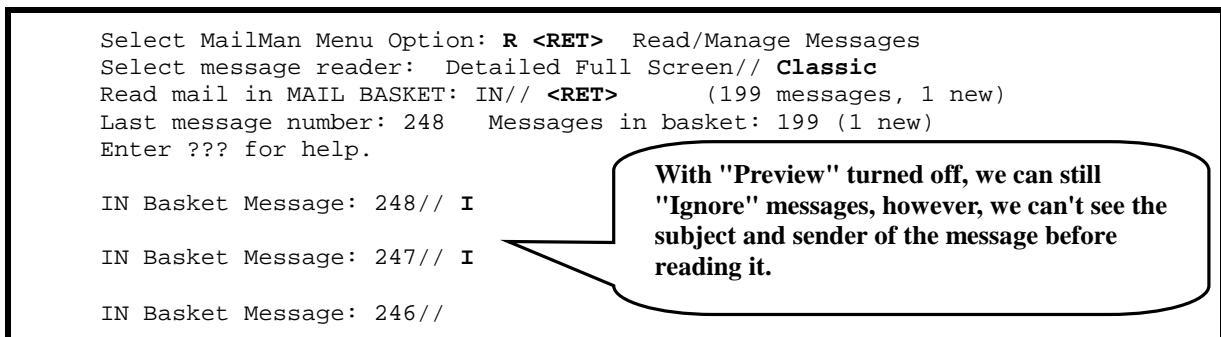


The following is a sample dialogue showing the message preview feature:



**Figure 2: An Example Using the Preview Feature in Classic MailMan**

The following is a sample dialogue *without* message preview. It is more difficult to decide whether to read the message or to ignore it:




**Figure 3: An Example *Not* Using the Preview Feature in Classic MailMan**

You can use the User Options Edit option to decide whether or not you want MailMan to preview messages when using the Classic message reader, as shown below:

```
Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: ?
    Do you want to see a preview of the message subject and sender?
    Choose from:
        Y          YES, SHOW MESSAGE PREVIEW
        N          NO, DO NOT SHOW IT
SHOW MESSAGE PREVIEW: y <RET> YES, SHOW MESSAGE PREVIEW
```



**Figure 4: Setting the Message Preview Prompt**

After choosing the User Options Edit option (Figure 4), we pressed the Enter/Return key until we reached the "SHOW MESSAGE PREVIEW:" prompt.

In order to see our options, we entered a single question mark ("?",) at the prompt. MailMan indicated that entering a "Yes" would preview messages when using the Classic message reader. Entering a "No" would *not* preview messages. In this case, we chose to preview our messages by entering "Yes" at the "SHOW MESSAGE PREVIEW:" prompt.



*This only applies to the Classic message reader.*

## Ignore Action

Another feature with the Classic message reader is the Ignore ("I") action code. You can enter the "I" action code after the default message to be read and MailMan automatically ignores that message and prepares to display the next message in the basket, as shown below:

```
Select MailMan Menu Option: rml <RET>  Read/Manage Messages
Select message reader: Detailed Full Screen// c <RET>  Classic
Read mail in MAIL BASKET: IN// <RET>          (5 messages, 1 new)
Last message number: 5      Messages in basket: 5 (1 new)
Enter ??? for help.

Subj: CIO Highlights - September 4, 1998    From: <BLACK.HELEN@FORUM.VA.GOV>
IN Basket Message: 5// ?

IN Basket, 15 messages (1-5), 1 new
*=New/!=Priority.....Subject.....From.....
*5. CIO Highlights - September 4, 1998    <BLACK.HELEN@FORUM.VA.GOV>
  4. [SL] Admin: discussion                "Gregory J. Bluegreen" <gjb@wnetc.co
  3. Message not delivered to recipient    POSTMASTER
  2. Sending a Message to an Invalid Remot BLUE,THOMAS E.
  1. BRX-0898-11246 Server lock            <YELLOW.MIKE@FORUM.VA.GOV>

Subj: CIO Highlights - September 4, 1998    From: <BLACK.HELEN@FORUM.VA.GOV>
IN Basket Message: 5// i

Subj: [SL] Admin: discussion    From: "Gregory J. Bluegreen" <gjb@wnetc.com>
IN Basket Message: 4//
```

**Figure 5: Ignore Action Code in the Classic Message Reader**

In the previous example (Figure 5), we chose the **Classic** message reader to read messages in our "IN" mail basket.

We first chose to get a summary list of all messages in the "IN" basket by entering a question mark ("?",) at the "IN Basket Message: 5//" prompt. MailMan displayed all of the messages in the basket. As a default, MailMan displayed our newest message first (i.e., number 5, "CIO Highlights - September 4, 1998").

By entering an "I" (Ignore) at the "IN Basket Message: 5//" prompt, MailMan ignored this message and changed the default to the next message (i.e., number 4, "[SL] Admin: discussion").

Also, when you are using the Classic message reader, you can still enter a message number for a message you know does *not* exist in your mail basket and MailMan will automatically move you to the next message in the basket.

For example, if you have messages numbers 1-27 and 29-40 in a mail basket and your message display order is from newest to oldest, when you enter number 28 at the message action prompt, MailMan will display message number 27.



*For more information on the message display order, please refer to the "How to Choose Your Message Display Order" topic in Chapter 2 in this manual.*

## Classic Summary Information

When reading your messages with the Classic message reader, you can get a summary list of messages in any mail basket. After you choose the mail basket, enter *one* question mark ("?",) following the prompt, as shown in the following example:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Classic// <RET>
Read mail in MAIL BASKET: IN// <RET>          (4 messages, 3 new)
Last message number: 4    Messages in basket: 4 (3 new)
Enter ??? for help.

Subj: For Technical Communicators....    From: Mike Brown <mbrown@xxxxxxx.com>
IN Basket Message: 4// ?

IN Basket, 4 messages (1-4), 3 new
*=New/!=Priority.....Subject.....From.....
*4. For Technical Communicators....    Mike Brown <mbrown@xxxxxxx.com>
 3. FW: Tribal Wisdom vs. Government Polic "Green, Rita" <greenr@xxxxx.army
*2. 07/14/98 VACO BROADCAST              <POSTMASTER.FORUM@FORUM.VA.GOV>
*1. Local: biweekly info exchange message POSTMASTER

Subj: For Technical Communicators....    From: Mike Brown <mbrown@xxxxxxx.com>
IN Basket Message: 4//
```

**Figure 6: Classic Message Reader with Summary Information**



*Here's a tip—The same summary information is available to you when you use the Summary Full Screen as your message reader. The Summary Full Screen message reader also provides more action commands to help you better manage your mail.*

*For more information on the Summary Full Screen message reader, please refer to the "Summary Full Screen Message Reader" topic that follows in this chapter.*

## Classic Detailed Information

When reading/managing your messages with the Classic message reader, you can get a detailed list of messages in any mail basket. After you choose the mail basket, enter *two* question marks ("??") following the prompt, as shown in the following example:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Classic// <RET>
Read mail in MAIL BASKET: IN// <RET>          (4 messages, 3 new)
Last message number: 4    Messages in basket: 4 (3 new)
Enter ??? for help.

Subj: For Technical Communicators....    From: Mike Brown <mbrown@xxxxxxx.com>
IN Basket Message: 4// ??

IN Basket, 4 messages (1-4), 3 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*4. [1220595] 14 Jul 98 For Technical Communicator 503 Mike Brown <mbrown@xxxx
 3. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
*2. [1220556] 14 Jul 98 07/14/98 VACO BROADCAST      14 <POSTMASTER.FORUM@FORUM
*1. [1220526] 14 Jul 98 Local: biweekly info exchang 2 POSTMASTER          2/5

Subj: For Technical Communicators....    From: Mike Brown <mbrown@xxxxxxx.com>
IN Basket Message: 4//
```

**Figure 7: Classic Message Reader with Detailed Information**



*Here's a tip—The same detailed information is available to you when you use the Detailed Full Screen as your message reader. The Detailed Full Screen message reader also provides more action commands to help you better manage your mail.*

*For more information on the Detailed Full Screen message reader, please refer to the "Detailed Full Screen Message Reader" topic that follows in this chapter.*



**Unless otherwise noted, all sample screen captures/dialogue boxes in this manual are derived from using either the Detailed or Summary Full Screen message readers.**



## Detailed Full Screen Message Reader

The Detailed Full Screen message reader provides you with a detailed message list. This list displays a wealth of information for each message in a specified basket. It provides more information than the Classic reader in summary view or the Summary Full Screen message reader.

The following information is available with the Detailed Full Screen message reader:

- **Basket**—Basket containing the messages (e.g., "IN").
- **Message Totals:**
  - How many messages in the basket
  - Range of message numbers in the basket
  - How many message are new in the basket
- **Flags**—Any special flags associated with the messages in the basket (e.g., Priority ["!"] or New ["\*"] flags).



*The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").*

- **Message Numbers**—The numbers associated with the messages (meaningful for this list only).
- **MailMan Internal Message Identification Number**—The MailMan message numbers generated internally for each message (displayed in brackets).
- **Message Sent Date**—The date each message was sent (i.e., day, month, year).
- **Subject**—Subject of each message in the mail basket.
- **Lines**—Number of lines of text for each message in the mail basket.
- **From**—The name of the person who sent each message in the mail basket.
- **Read/Rcvd**—Total number of responses read and received for a message. If there are no responses to a message, no totals will be indicated.



*Unlike MailMan's Classic message reader, you are not required to enter two question marks ("??") in order to see the detailed information.*

The following is an example of the Detailed Full Screen display when reading/managing your messages:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Classic// detail <RET>  Detailed Full Screen
Read mail in MAIL BASKET: IN// <RET>          (4 messages, 3 new)

IN Basket, 4 messages (1-4), 3 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*4. [1220595] 14 Jul 98 For Technical Communicator 503 Mike Brown <mbrown@xxxx
 3. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
*2. [1220556] 14 Jul 98 07/14/98 VACO BROADCAST      14 <POSTMASTER.FORUM@FORUM
*1. [1220526] 14 Jul 98 Local: biweekly info exchange 2 POSTMASTER          0/1
Enter message number or command:
```

**Figure 8: Detailed Full Screen Message Reader**

In this example (Figure 8), we have chosen the Detailed Full Screen as our message reader. After we choose the mail basket (i.e., "IN"), MailMan displays a list of messages in the selected basket with detailed information for each message.

Also, when you are using the Detailed Full Screen message reader and you enter a message number for a message you know does *not* exist in your mail basket or does *not* fall within the range of the messages currently displayed, MailMan will automatically display the screen with the range of messages that contains the message you requested. This can be useful when you have a mail basket with numerous messages that can't all be displayed in one screen.

For example, let's say the following conditions exist:

- The mail basket your working with has over 50 messages
- The reader is currently displaying messages 26-50
- You want to see a message in the first 1-25 messages

You could enter any number between 1-25, regardless if it exists or not, at the "Enter message number or command:" prompt and MailMan would display the first screen of messages to you.



From the list of messages you can either enter a specific message number and read that particular message or enter a single question mark ("?.") and choose from any number of available action commands, as shown below:

```

*=New/!=Priority.....Subject.....
*4. [1220595] 14 Jul 98 For Technical Communica
 3. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. G
*2. [1220556] 14 Jul 98 07/14/98 VACO BROADCAST
*1. [1220526] 14 Jul 98 Local: biweekly info ex
Enter message number or command: ?

Enter a message number (1-4) to read a message in the basket.
Enter an internal message number to read any message on the system,
which you ever sent or received. Enter:
?string          Search for messages in this basket whose subject
                  contains the specified string
??string         Search for messages you or sent or received
                  whose subject begins with the specified string
.(-)n or n-m,a,c-d (de)select message n or a list of messages
.(-)*            (de)select all messages
C   Change the name of this basket      NT   New Toggle messages
CD  Change Detail                       P    Print messages
D   Delete messages                     Q    Query (search for) messages
F   Forward messages                   R    Resequenece messages
H   Headerless Print messages           S    Save messages to another basket
L   Later messages                     T    Terminate messages
N   New message list

Press ENTER or ^ to exit this list.  Enter = to refresh this page.

Enter message number or command:

```

**Figure 9: Sample List of Available Action Commands Using the Detailed or Summary Full Screen Message Readers**

As you can see from Figure 9, MailMan V. 7.1 with Patch 50 introduced additional message list action commands. Some of these action commands are only available when using the Detailed Full Screen or Summary Full Screen as your message reader.

If you've chosen a basket with a large number of messages (more than one "page") when using the Detailed Full Screen or Summary Full Screen as your message reader, MailMan will present you with alternative paging commands:

### First Page:

```
.  
.   
.   
Press ENTER or + to go to the next page.  Enter +n to page forward n pages.  
Enter = to refresh this page; ^ to exit this list.  
  
Enter message number or command:
```

**Figure 9a: Paging Commands on the First Page When a Mail Basket has More than One Page of Messages**

### Middle Page:

```
.  
.   
.   
Press ENTER or + to go to the next page.  Enter +n to page forward n pages.  
Enter - to go to the previous page.  Enter -n to page back n pages.  
Enter 0 to go to the first page; = to refresh this page; ^ to exit.  
  
Enter message number or command:
```

**Figure 9b: Paging Commands on a Middle Page When a Mail Basket has More than One Page of Messages**

### Last Page:

```
.  
.   
.   
Press ENTER or ^ to exit this list.  
Enter - to go to the previous page.  Enter -n to page back n pages.  
Enter 0 to go to the first page; = to refresh this page.  
  
Enter message number or command:
```

**Figure 9c: Paging Commands on the Last Page When a Mail Basket has More than One Page of Messages**

## ACTION CODES—BASKET MESSAGE LISTS

MailMan V. 7.1 with Patch 50 introduced the following additional action commands for basket message lists. Most, but not all, of these new action codes are only available when using either the Detailed or Summary Full Screen message reader (exceptions are noted below):

Action Code	Description
<b>.n</b>	Select message "n" for subsequent action—The decimal point ( "." period) before the message number ("n") tells MailMan to select the message for subsequent action. <i>(Not available with the Classic message reader.)</i>
<b>.-n</b>	Deselect the previously selected message "n"—The decimal point ( "." period) and minus sign ( "-" hyphen) before the message number ("n") tells MailMan to deselect the message. <i>(Not available with the Classic message reader.)</i>
<b>.n-m,a,c-d</b>	Select a list of messages for subsequent group action—The decimal point ( "." period) before the message numbers ("n-m,a,c-d") tells MailMan to select messages for subsequent group action. <i>(Not available with the Classic message reader.)</i>
<b>.-n-m,a,c-d</b>	Deselect a list of previously selected messages—The decimal point ( "." period) and minus sign ( "-" hyphen) before the message numbers ("n-m,a,c-d") tells MailMan to deselect messages. <i>(Not available with the Classic message reader.)</i>
<b>.*</b>	Select all messages for subsequent group action—The decimal point ( "." period) before the asterisk ( "*" ) tells MailMan to select <i>all</i> messages for subsequent group action. <i>(Not available with the Classic message reader.)</i>
<b>.-*</b>	Deselect all messages previously selected—The decimal point ( "." period) and minus sign ( "-" hyphen) before the asterisk ( "*" ) tells MailMan to deselect <i>all</i> messages previously selected. <i>(Not available with the Classic message reader.)</i>
<b>CD</b>	Change Detail—Switch between Summary and Detailed Full Screen displays. <i>(Accomplishes what one or two question marks do at the message action prompt with the Classic message reader.)</i>
<b>FI</b>	Filter Messages—Filter messages in a basket based on mail filters you've previously established for your mailbox. <i>(Available with all message readers.)</i>

**Table 2: Additional Action Codes—Basket Message Lists**

Table 2 (continued):

Action Code	Description
<b>NT</b>	New Toggle—Use this toggle to make messages "new" or "not new." <i>(Added with Patch XM*7.1*110; Available with all message readers.)</i>
<b>O</b>	Opposite Selection Toggle—Use this toggle to deselect previously selected messages and select previously unselected messages from a list of messages. This action code is only available when messages have been selected for subsequent group action. <i>(Not available with the Classic message reader.)</i>
<b>Z</b>	Zoom Selection Toggle—Use this toggle to zoom in and only display <i>selected</i> messages or zoom out and display <i>all</i> messages. This action code is only available when messages have been selected for subsequent group action. <i>(Not available with the Classic message reader.)</i>
<b>=</b>	Refresh Page—The equal sign ("=") tells MailMan to redisplay the basket message list page you were viewing ("refresh" the page/screen). <i>(Not available with the Classic message reader.)</i>
<b>+</b>	Next Page—The plus sign ("+") tells MailMan to go to the next page. This action code is only available when you have more than one "page" of messages when using the Detailed or Summary Full Screen message readers. <i>(Use the Enter/Return key with the Classic message reader.)</i>
<b>+n</b>	Page Forward " <b>n</b> " Pages—The plus sign ("+") before a number (" <b>n</b> ") tells MailMan to go forward " <b>n</b> " pages. This action code is only available when you have more than one "page" of messages when using the Detailed or Summary Full Screen message readers. <i>(Use the Enter/Return key with the Classic message reader.)</i>
<b>-</b>	Previous Page—The minus sign ("-") hyphen) tells MailMan to go to the previous page. This action code is only available when you have more than one "page" of messages. <i>(Not available with the Classic message reader.)</i>

Table 2: Additional Action Codes—Basket Message Lists (continued)

Table 2 (continued):

Action Code	Description
<b>-n</b>	Page Back "n" Pages—The minus sign ("-") hyphen) before a number ("n") tells MailMan to go back "n" pages. This action code is only available when you have more than one "page" of messages. ( <i>Not available with the Classic message reader.</i> )
<b>0</b>	First Page—A zero tells MailMan to go to the first page. This action code is only available when you have more than one "page" of messages. ( <i>Not available with the Classic message reader.</i> )

Table 2: Additional Action Codes—Basket Message Lists (continued)



For more information on these and other action commands, please refer to Chapter 2 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."



*Here's a tip—Use the Detailed Full Screen message reader instead of the Classic reader in order to save you some time when displaying basket message lists with detailed information. Also, the Detailed Full Screen message reader allows you to better manage your mail by giving you more action commands from which to choose.*



**Unless otherwise noted, all sample screen captures/dialogue boxes in this manual are derived from using either the Detailed or Summary Full Screen message readers.**



## Summary Full Screen Message Reader

The Summary Full Screen message reader provides a summary view of all messages in all baskets. It provides less information than the Detailed Full Screen.

The following information is available with the Summary Full Screen reader:

- **Basket**—Basket containing the messages (e.g., "IN").
- **Message Totals:**
  - How many messages in the basket
  - Range of message numbers in the basket
  - How many message are new in the basket
- **Flags**—Any special flags associated with the messages in the basket (e.g., Priority ["!"] or New ["\*"] flags).



*The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").*

- **Message Numbers**—The numbers associated with the messages (meaningful for this list only).
- **Subject**—Subject of each message in the mail basket.
- **From**—The name of the person who sent each message in the mail basket.



*To display summary information using the Classic message reader, you must enter one question mark ("?").*

The following is an example of the Summary Full Screen display when reading/managing your messages:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Classic// summary <RET>  Summary Full Screen
Read mail in MAIL BASKET: IN// <RET>          (4 messages, 3 new)

IN Basket, 4 messages (1-4), 3 new
*=New/!=Priority.....Subject.....From.....
*4.  For Technical Communicators....    Mike Brown <mbrown@xxxxxxx.com>
  3.  FW: Tribal Wisdom vs. Government Polic "Green, Rita" <greenr@xxxxxx.army
*2.  07/14/98 VACO BROADCAST              <POSTMASTER.FORUM@FORUM.VA.GOV>
*1.  Local: biweekly info exchange message POSTMASTER
Enter message number or command:
```

**Figure 10: Summary Full Screen Message Reader**

In this example (Figure 10), we have chosen the Summary Full Screen as our message reader. After we choose the mail basket (i.e., "IN"), MailMan displays a list of messages in the selected basket with summary information for each message.

From the list of messages you can either enter a specific message number and read that particular message or enter a single question mark ("?",) and choose from any number of available action commands.



*MailMan V. 7.1 with Patch 50 introduced several additional command actions, some of which are only available when using the Detailed Full Screen or Summary Full Screen message readers.*

*See Table 2 in this chapter for a sample list of additional action commands when using the Detailed or Summary Full Screen message readers. For a complete list and description of command action codes, please refer to Chapter 2 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

Also, when you are using the Summary Full Screen message reader and you enter a message number for a message you know does *not* exist in your mail basket or does *not* fall within the range of the messages currently displayed, MailMan will automatically display the screen with the range of messages that contains the message you requested. This can be useful when you have a mail basket with numerous messages that can't all be displayed in one screen.

For example, let's say the following conditions exist:

- The mail basket your working with has over 50 messages
- The reader is currently displaying messages 26-50
- You want to see a message in the first 1-25 messages

You could enter any number between 1-25, regardless if it exists or not, at the "Enter message number or command:" prompt and MailMan would display the first screen of messages to you.



*Here's a tip—Use the Summary Full Screen message reader instead of the Classic reader in order to save time when displaying basket message lists with summary information. Also, the Summary Full Screen message reader allows you to better manage your mail by giving you more action commands from which to choose.*



**Unless otherwise noted, all sample screen captures/dialogue boxes in this manual are derived from using either the Detailed or Summary Full Screen message readers.**



## How to Set Your Default Message Reader

### User Options Edit Option

To choose and set your message reader default, use the User Options Edit option on the Personal Preferences menu. The following figure shows you an example of how to choose your message reader:

```

NML    New Messages and Responses
RML    Read/Manage Messages
SML    Send a Message
        Query/Search for Messages
AML    Become a Surrogate (SHARED,MAIL or Other)
        Personal Preferences ...
        Other MailMan Functions ...
        Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

        User Options Edit
        Banner Edit
        Surrogate Edit
        Message Filter Edit
        Delivery Basket Edit
GML    Enroll in (or Disenroll from) a Mail Group
        Personal Mail Group Edit
        Forwarding Address Edit

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
        Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Classic// ?
        What should your default message reader be?
        Choose from:
            C        Classic
            D        Detailed Full Screen
            S        Summary Full Screen
MESSAGE READER: Classic// D <RET> Detailed Full Screen

```

**Here we set the Detailed Full Screen as our default message reader.**

**Figure 11: Choosing Your Message Reader**

As you can see from this example (Figure 11), after you choose the User Options Edit option, you are eventually prompted to choose your message reader at the "MESSAGE READER:" prompt.

To choose your reader, enter either: Classic ("C"), Detailed ("D"), or Summary ("S"). For this example, we chose the **Detailed Full Screen** message reader as our default.

## Message Reader Prompt

Once you have decided on a message reader, you can specify whether the reader that you just chose should be used all the time or that you want to be asked each time you use the Read/Manage Messages option [synonym RML].

While still using the User Options Edit option to configure your MailMan interface, at the "MESSAGE READER:" question, you are asked to set the "MESSAGE READER PROMPT:." The default for this prompt is "Yes, ask me." By answering "No" to this prompt, you avoid being asked each time to choose a MailMan message reader when reading your messages.

For example, if you wish to use the Detailed Full Screen reader exclusively, set the MESSAGE READER to "Detailed Full Screen" and the MESSAGE READER PROMPT to "No, don't ask me, just use the default" via the User Options Edit option, as shown below:

```
MESSAGE READER PROMPT: Yes, ask me// ??
You have chosen a default 'message reader' in the previous selection.
You chose either the 'classic' reader or one of the 'full-screen' readers.
(If you didn't choose, then your default is the 'classic' reader.)

In this selection, you must decide whether you want MailMan to ask you
every time you use the message reader which reader to use, or not to ask
you and just go ahead and use your default message reader.

Answer 'Yes' if you want to be prompted for your reader choice every time
you go to read messages in a basket. This is the default answer, and is
recommended until you have tried each reader and decided that you want to
settle on using just one.

Answer 'No' if you don't want to be prompted, and you just want to use
your default reader every time.
Choose from:
Y          Yes, ask me
N          No, don't ask me, just use the default

MESSAGE READER PROMPT: Yes, ask me// n <RET> No, don't ask me, just use the
default
```

Here we chose to always use our default message reader.

**Figure 12: Setting Your Message Reader Default**



*Remember, you can change your message reader anytime by using the User Options Edit option and changing the MESSAGE READER and MESSAGE READER PROMPT values to whatever you want.*



*Here's a tip—Set the "MESSAGE READER PROMPT:" to No to save you time when reading your messages. You will avoid being prompted to choose your message reader and automatically use your default message reader.*



## 2. Organizing Your Mail Baskets and Messages

---

<b>Topics To Be Discussed:</b>	<ul style="list-style-type: none"><li>• <b>How to Name Your Mail Baskets</b></li><li>• <b>How to Set Your Delivery Basket Privileges</b></li><li>• <b>How to Set Your Mail Basket Prompt</b></li><li>• <b>How to Choose Your Message Display Order</b></li></ul>
--------------------------------	--

In addition to the existing functionality, MailMan V. 7.1 with Patch 50 introduced some new and improved features when working with your mail baskets in your MailMan mailbox. Besides helping you to organize your mail baskets, MailMan also allows you to better organize your messages within those mail baskets.

Both the current functionality and features introduced with MailMan V. 7.1 with Patch 50 are described in greater detail in this chapter.



## How to Name Your Mail Baskets

MailMan V. 7.1 with Patch 50 allows you to give your mail baskets names starting with numbers. Also, when you list your baskets, they will be sorted in alphabetical order (those baskets beginning with numbers will be listed first). Mail basket names can be from 2 to 30 characters in length.

There are two methods of creating a new mail basket:

1. **Save a Message to a New Basket**—Save a message to a mail basket that does not yet exist (i.e., a new mail basket).
2. **Create a New Filter Basket**—Use the Message Filter Edit option to create a new filter mail basket.

For example, when you want to save a message into a new mail basket you can name that new mail basket beginning with a number, as shown below:

```

MailMan Basket, 3 messages (1-3), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 3. [1212448] 14 May 98 TEST DELIVERY GARY M. 4/4
*2. [1190657] 07 Nov 97 I'm so excited. GARY 722/723
 1. [1028185] 02 Apr 96 MAILMAN CUSTOM WHITE,HAR 2/2
Enter message number or command: 3

Subj: TEST DELIVERY BASKET [#1212448]
From: FUCHSIA,GARY M. - PROGRAMMER
4 of 4 responses read. In 'MailMan' basket.

-----
Enter message action (in MailMan basket): IGNORE// save
Save message into basket: 1 Mail Test
Are you adding '1 Mail Test' as a new BASKET (the 73RD for this MAILBOX)? No//
y <RET> (Yes)
Message saved.

```

**Figure 13: Creating a New Mail Basket Beginning with a Number**

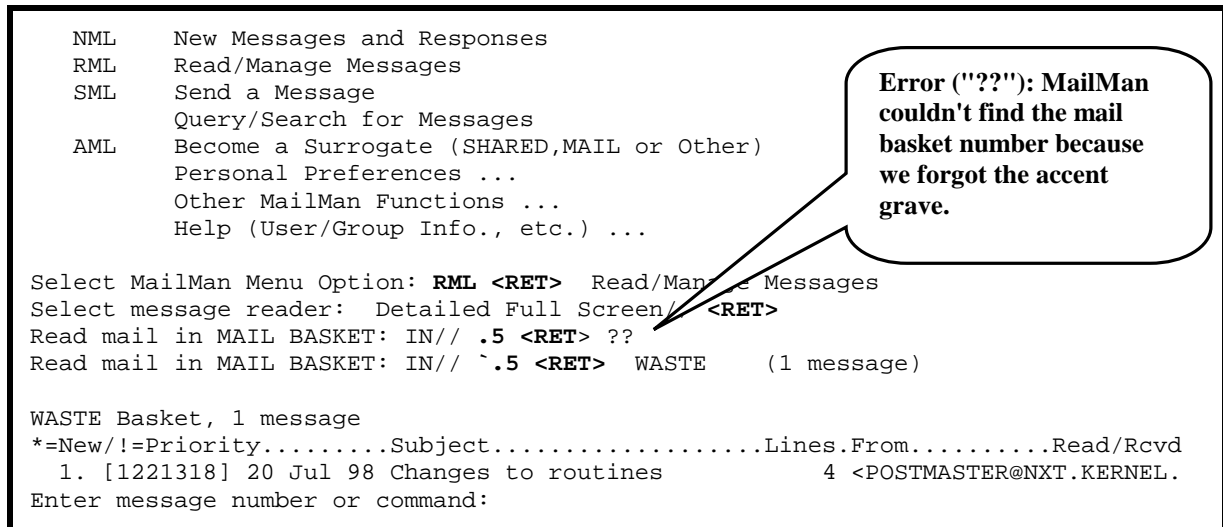


*For more information on saving messages to a new basket or for filtering your mail, please refer to the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*



*Here's a tip—You may find it easier to start your mail basket names with a number to help you better organize or categorize your mail baskets. For example, you may want to precede a mail basket name with the year (e.g., 1998 – budget).*

When you wish to choose a mail basket by its basket number (e.g., ".5" for the "WASTE" basket), you must now precede the mail basket number with a grave accent mark or back tick (`), as shown below:



```

NML      New Messages and Responses
RML      Read/Manage Messages
SML      Send a Message
          Query/Search for Messages
AML      Become a Surrogate (SHARED,MAIL or Other)
          Personal Preferences ...
          Other MailMan Functions ...
          Help (User/Group Info., etc.) ...

Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader: Detailed Full Screen/ <RET>
Read mail in MAIL BASKET: IN// .5 <RET> ??
Read mail in MAIL BASKET: IN// `5 <RET>  WASTE      (1 message)

WASTE Basket, 1 message
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 1. [1221318] 20 Jul 98 Changes to routines          4 <POSTMASTER@NXT.KERNEL.
Enter message number or command:
  
```

**Error ("??"): MailMan couldn't find the mail basket number because we forgot the accent grave.**

**Figure 14: Choosing a Basket by Basket Number**

As you can see by this example (Figure 14), by simply entering the basket number **.5** without the accent grave (i.e., **`5**) we got an error. In order to specify the **.5** ("WASTE") basket, we had to precede the **.5** with an accent grave.

When you wish to choose a mail basket by its name (e.g., "INFRASTRUCTURE"), MailMan only requires that you enter the first portion of the name (case sensitive); MailMan will find the appropriate mail basket based on your partial entry and automatically display the rest of the basket name to you. If more than one basket is found based on your partial entry, MailMan will allow you to choose from a list. However, you'll narrow your choices by entering more characters of the name.

## How to Set Your Delivery Basket Privileges

MailMan V. 7.1 with Patch 50 introduced the ability for senders of mail messages to specify or target the mail basket into which a message should be delivered for all recipients. Recipients of such messages can decide whether to accept or reject delivery to any targeted basket. In this topic, we will discuss how you, as a recipient, can set the mail basket delivery privileges that work best for you.

To set up your mail delivery privileges, use the Delivery Basket Edit option on the Personal Preferences menu, as shown below:

```

NML    New Messages and Responses
RML    Read/Manage Messages
SML    Send a Message
        Query/Search for Messages
AML    Become a Surrogate (SHARED,MAIL or Other)
        Personal Preferences ...
        Other MailMan Functions ...
        Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

        User Options Edit
        Banner Edit
        Surrogate Edit
        Message Filter Edit
        Delivery Basket Edit
GML    Enroll in (or Disenroll from) a Mail Group
        Personal Mail Group Edit
        Forwarding Address Edit

Select Personal Preferences Option: delivery Basket Edit

```

**Figure 15: Delivery Basket Edit Option**

The Delivery Basket Edit option allows you to customize the way you receive messages from other MailMan users who have targeted messages for delivery to specific baskets. With this option you can, for example, permit other MailMan users to direct mail to a specific mail basket in your mailbox and/or create new baskets for you automatically. Specifically, you can choose to do any of the following:

- **YES, ACCEPT IT**—Choose this response if you will accept the mail in whatever mail basket is specified by the sender. If the mail basket specified does not already exist, it will automatically be created in your mailbox and the message will be delivered to this new mail basket. This is the *most* permissive setting.
- **NO, DON'T ACCEPT IT (default)**—Choose this response if you will *not* accept the mail in the mail basket specified by the sender. Thus, regardless of what the sender specifies, the mail will be delivered as usual (i.e., to your "IN" basket or, via your mail filters, to a different mail basket). With this default setting, no new mail baskets can be created by others in your mailbox. This is the *least* permissive setting.
- **EXISTING BASKETS ONLY**—Choose this response if you will accept the mail in the specified mail basket, only if that mail basket already exists in your mailbox. Otherwise, if the

specified mail basket doesn't exist, the mail will be delivered as usual (i.e., to your "IN" basket or, via your mail filters, to a different mail basket). With this setting, no new mail baskets can be created by others in your mailbox.

- **SELECTED BASKETS ONLY**—Choose this response if you will accept the mail in the specified mail basket, only if that mail basket already exists in your mailbox and you have specified that the basket will accept such messages. These mail baskets are also specified through the Delivery Basket Edit option. Otherwise, if the specified mail basket doesn't exist or is not set to accept the mail, the mail will be delivered as usual (i.e., to your "IN" basket or, via your mail filters, to a different mail basket). With this setting, no new mail baskets can be created by others in your mailbox.



*For more information on setting the delivery basket when sending a message, please refer to the "Delivery Basket Set ('D') Action" topic in Chapter 4 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

*For more information on mail filters, please refer to Chapter 6 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

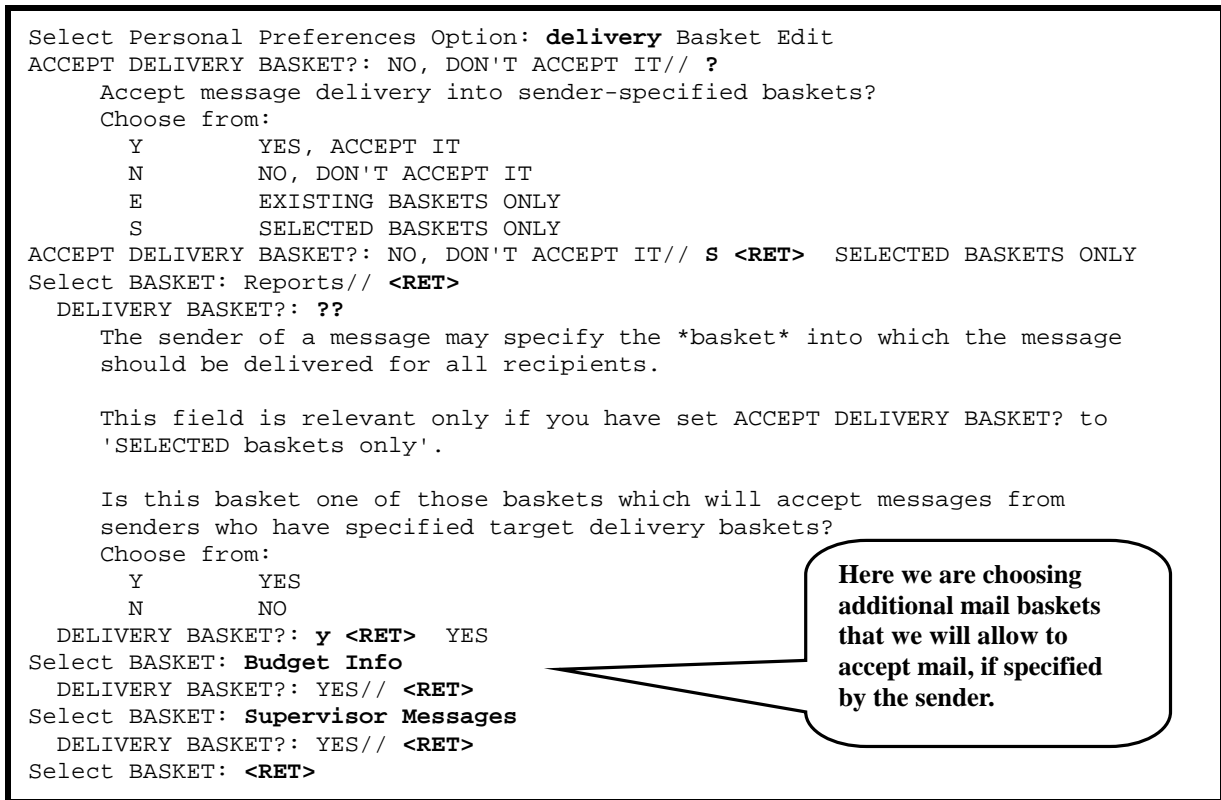


**Besides the Delivery Basket Edit option, you can also use mail filters to automatically redirect your mail to a specified mail basket based on certain criteria (i.e., subject, sender, recipients).**

**However, be aware that the settings you choose with the Delivery Basket Edit option that accept mail to a specific basket will override any mail filters you may have established.**



The following figure shows you the various message delivery controls you can set. For this example, we will assume no mail filters have been established:



**Figure 16: Setting Your Delivery Basket Privileges**

In this example (Figure 16), we chose to limit the mail baskets that will accept delivery of mail to specified baskets by choosing the "SELECTED BASKETS ONLY" response to the "ACCEPT DELIVERY BASKET?:" prompt.

Previously, the default was set to "NO, DON'T ACCEPT IT," which meant the mail basket specified by the sender would be ignored and the mail would be delivered as usual. However, in this case, we chose to give senders limited privileges by only accepting mail delivery to the following mail baskets, if specified by the sender:

- **Reports**
- **Budget Info**
- **Supervisor Messages**

If the sender sends us a message and specifies the delivery mail basket as "Reports," the message will be accepted into our "Reports" mail basket, since we allowed the "Reports" mail basket to accept mail from senders. However, if the sender specifies any basket other than those three acceptable baskets (e.g., "Documents"), the mail will have to go through normal channels. In this case, since we stated no mail filters exist, the mail will automatically be delivered to our "IN" basket.



*Here's a tip—When selecting specific mail baskets to accept mail you can create new mail baskets in your mailbox by entering a new mail basket name at the "Select BASKET:" prompt.*



*For information on how you can specify a mail basket when sending a message, please refer to the "Delivery Basket Set ('D') Action" topic in Chapter 4 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

## How to Set Your Mail Basket Prompt

MailMan allows you to decide up front whether you want to be prompted each time to choose a mail basket whenever you send yourself e-mail. You can either choose to be prompted at each occurrence or automatically have the mail default to the "IN" basket.

To set your mail basket prompt, use the User Options Edit option on the Personal Preferences menu to answer the "ASK BASKET?:" question, as shown below:

```

NML    New Messages and Responses
RML    Read/Manage Messages
SML    Send a Message
        Query/Search for Messages
AML    Become a Surrogate (SHARED,MAIL or Other)
        Personal Preferences ...
        Other MailMan Functions ...
        Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

        User Options Edit
        Banner Edit
        Surrogate Edit
        Message Filter Edit
        Delivery Basket Edit
GML    Enroll in (or Disenroll from) a Mail Group
        Personal Mail Group Edit
        Forwarding Address Edit

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
        Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// ??
        If this is NO, MailMan will not ask for a basket name when the
        user sends a message to himself.
        Choose from:
            Y          YES
            n          NO
ASK BASKET?: YES// <RET>

```

**Press the Enter/Return key  
(<RET>) until you reach this  
question.**

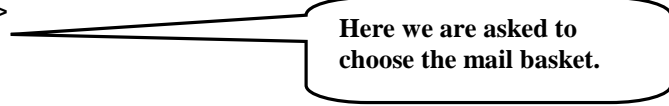
**Figure 17: Choosing to be Prompted For a Mail Basket**

In this example (Figure 17), we chose to be asked each time we send a message to ourselves by answering "Yes" at the "ASK BASKET?:" prompt. In this case, the default response was already set to "Yes" so we pressed the Enter/Return key to accept the default.

Thus, whenever we compose a message and send it to ourselves, we will be prompted to choose the mail basket to which we want the message sent, as shown below:

```
Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// TEST
And Send to: <RET>

Select Message option: Transmit now// <RET>  Sending [1221582]...
Sent
```



Here we are asked to choose the mail basket.

**Figure 18: Choosing a Mail Basket When Sending Messages to Oneself**

In this case (Figure 18), we chose to send the message to our "TEST" mail basket rather than our "IN" basket. However, you can choose any of your existing mail baskets or send it to a new basket that you can create on the fly.



*You can also use mail filters to automatically redirect any mail based on certain criteria (e.g., subject, sender, recipient, etc.) to a specified mail basket. For instance, you might create a filter to send all mail from yourself to a special mail basket.*

*For more information on mail filters, please refer to Chapter 6 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

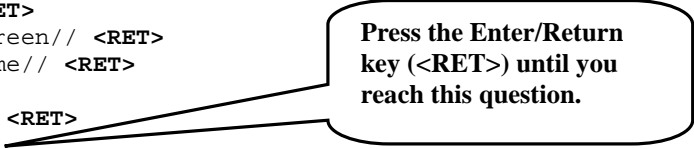


*Here's a tip—Whenever you think you might want to name a specific mail basket to receive mail you send to yourself, you should set the "ASK BASKET?:" prompt to "Yes."*

In the next example (Figure 19), we chose *not* to be asked each time we send a message to ourselves by answering "No" at the "ASK BASKET?:" prompt, as shown below:

```
Select Personal Preferences Option: user Options Edit

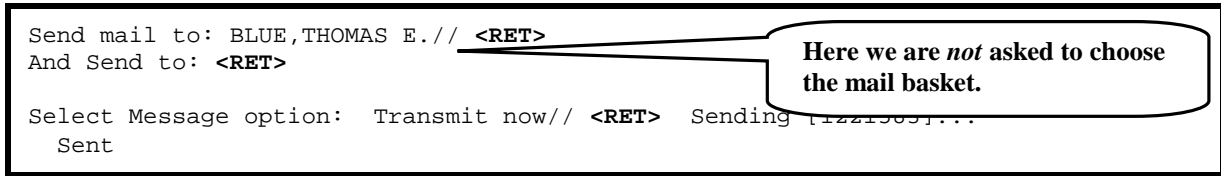
Editing data in the MAILBOX file:
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
        Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// n <RET>  NO
```



Press the Enter/Return key (<RET>) until you reach this question.

**Figure 19: Choosing Not to be Prompted For a Mail Basket**

Thus, whenever we compose a message and send it to ourselves, we will *not* be prompted to choose the mail basket to which we want the message sent, as shown below:



**Figure 20: Sending Messages to Oneself (Mail Basket Defaults to "IN")**

To see the difference in these two scenarios, compare this figure (Figure 20) with Figure 18.



## How to Choose Your Message Display Order

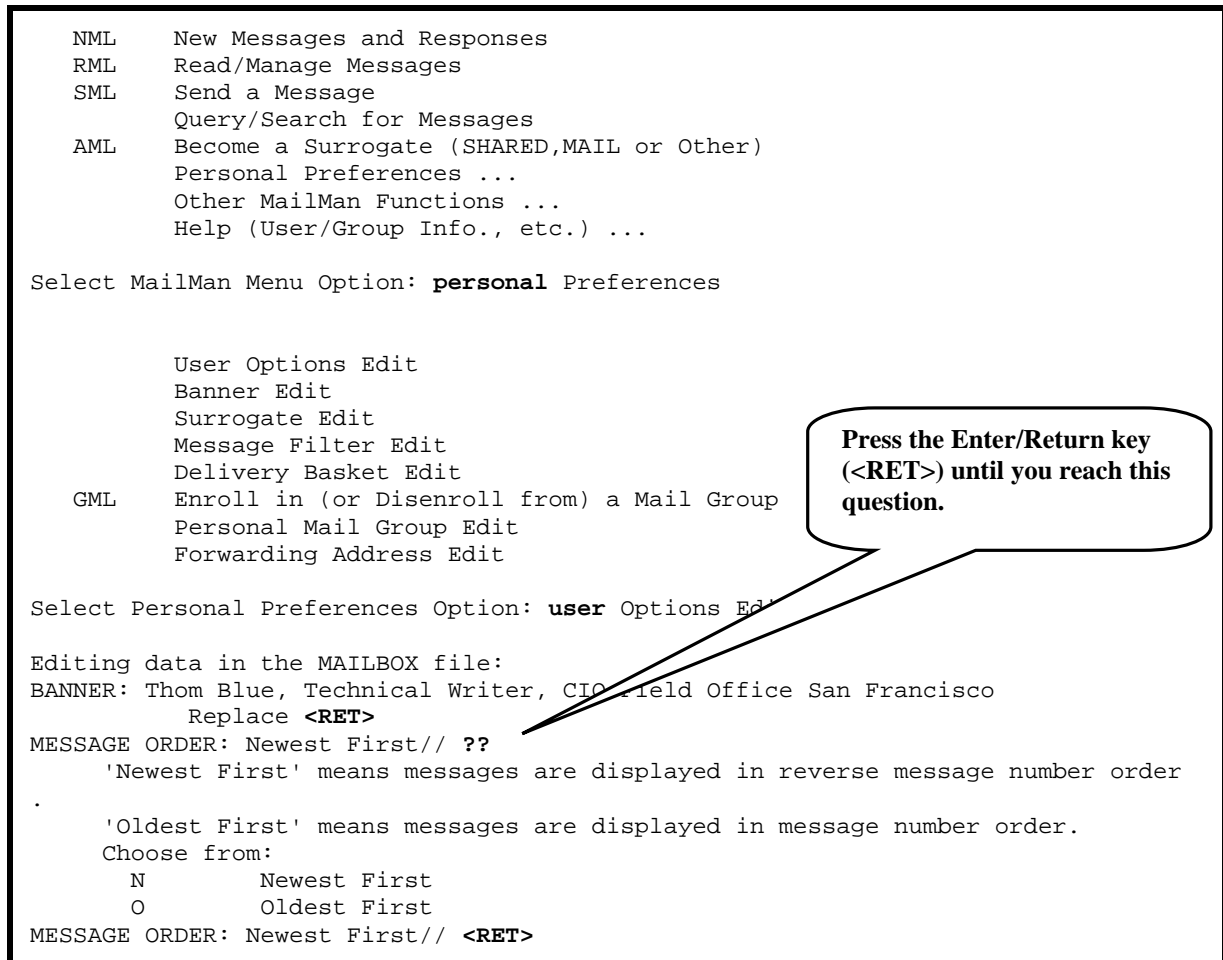
MailMan V. 7.1 with Patch 50 lets you choose in which order to display your messages in a mail basket. This helps you to better organize your messages by keeping the basket message lists more orderly and, thus, more usable. You have two choices:

1. **Newest First**—This means that your messages are displayed in reverse order (i.e., highest to lowest basket message sequence number order).
2. **Oldest First**—This means that your messages are displayed in message number order (i.e., lowest to highest basket message sequence number order).

Generally, the basket message sequence number order will correspond to the message date sent order with the following exceptions:

- Messages not originally sent to you but forwarded to you at a later date.
- Messages sent from another location via the network (e.g., messages from a different site, FORUM messages).

To set your message order, use the User Options Edit option on the Personal Preferences menu to answer the "MESSAGE ORDER?:" question, as shown below:



```
NML    New Messages and Responses
RML    Read/Manage Messages
SML    Send a Message
      Query/Search for Messages
AML    Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

      User Options Edit
      Banner Edit
      Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
GML    Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
      Replace <RET>
MESSAGE ORDER: Newest First// ??
      'Newest First' means messages are displayed in reverse message number
      .
      'Oldest First' means messages are displayed in message number order.
      Choose from:
      N      Newest First
      O      Oldest First
MESSAGE ORDER: Newest First// <RET>
```

Figure 21: Setting Your Message Order

As you can see from Figure 21, we've chosen to have our messages listed from newest to oldest (reverse order or Newest First). In this case, the default response was already set to "**Newest First**" so we pressed the Enter/Return key to accept the default.



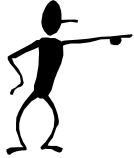
The following figure shows a sample list of messages with detailed information that includes the basket message number from newest to oldest order and the date the message was sent:

Infrastructure Basket, 10 messages (1-10)									
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd									
10.	[1214831]	04 Jun 98	IMF Team's Weekly Status Rep	3	POSTMASTER			13/13	
9.	[1213879]	28 May 98	WEEKLY REPORT FOR JEAN	20	RED,TAMI K.			6/6	
8.	[1212315]	13 May 98	Notice of New Programmer To	25	<PURPLE.JEAN@FO			2/2	
7.	[1212504]	14 May 98	WEEKLY REPORT FOR JEAN	14	RED,TAMI K.			7/7	
6.	[1211599]	07 May 98	WEEKLY REPORT FOR JEAN	19	RED,TAMI K.			7/7	
5.	[1210794]	30 Apr 98	Infrastructure Weekly Repor	10	MAGENTA,MICHAL			21/21	
4.	[1209902]	23 Apr 98	Infrastructure Weekly Repor	10	BLUE,THOMAS E.			6/6	
3.	[1209099]	16 Apr 98	WEEKLY REPORT FOR JEAN	16	RED,TAMI K.			3/3	
<b>2.</b>	<b>[1202475]</b>	<b>25 Feb 98</b>	<b>National IRM Conference Ca</b>	<b>346</b>	<b>&lt;VIOLET.DONNA_M@FORUM</b>				
1.	[1207414]	02 Apr 98	WEEKLY REPORT FOR JEAN	11	RED,TAMI K.			6/6	

Figure 22: Sample List of Messages

As you can see from this example (Figure 22), the basket message numbers display in descending order from 10 to 1 and the message sent dates display in descending order from June 4, 1998 to April 2, 1998. This helps show how the basket message sequence numbers correspond to the dates the message was sent. However, you will also notice that we highlighted basket message number two in the list, because its date is *not* in date sequence compared to the others in the list. This is due to the fact that message number two was not sent locally but sent from a different location (i.e., FORUM). All other messages were sent locally so their dates and basket message sequence numbers correspond to the same order.





### 3. Designating Other Preference Entries

---

<b>Topics To Be Discussed:</b>	<b>Personal Preferences:</b> <ul style="list-style-type: none"><li>• <b>Banners</b></li><li>• <b>Message Action Default</b></li><li>• <b>Show Titles</b></li><li>• <b>Priority Responses</b></li><li>• <b>P-MESSAGE From</b></li><li>• <b>MailMan Institution</b></li><li>• <b>Network Signature</b></li><li>• <b>Introduction</b></li><li>• <b>Preferred Editor</b></li><li>• <b>Contact Information</b></li></ul>
--------------------------------	---

In addition to choosing your message reader and message preview settings (Chapter 1), mail basket settings and message order settings (Chapter 2), the User Options Edit option on the Personal Preferences menu allows you to choose the following:

- **Banner**—Create or edit your banner.



*You can also use the Banner Edit option on the Personal Preferences menu to do the same thing.*

- **Message Action Default**—Choose your default message action for the "IN" basket (e.g., ignore or delete messages).
- **Show Titles**—Enter or edit your option to display a sender's title.
- **Priority Responses Flag**—Choose if you want to have responses to priority mail automatically delivered to you as priority or ordinary responses.
- **Priority Responses Prompt**—Choose if you want to be prompted each time to decide how future responses to a priority message are delivered to you.
- **P-MESSAGE From**—Choose whether messages sent to the P-MESSAGE device appear to be sent from you or the Postmaster.
- **MailMan Institution**—Enter or edit your MailMan institution.

- **Network Signature**—Enter or edit your Network Signature (three lines).
- **Introduction**—Enter or edit your MailMan introduction.
- **Preferred Editor**—Choose your preferred MailMan editor when sending new or responding to messages.
- **Contact Information**—Enter or edit your contact information (e.g., business address, telephone).

All of these settings can be configured using the User Options Edit option on the Personal Preferences menu, as shown below:

```
NML    New Messages and Responses
RML    Read/Manage Messages
SML    Send a Message
        Query/Search for Messages
AML    Become a Surrogate (SHARED,MAIL or Other)
    ➤   Personal Preferences ...
        Other MailMan Functions ...
        Help (User/Group Info., etc.) ...

Select MailMan Menu Option: personal Preferences

    ➤   User Options Edit
        Banner Edit
        Surrogate Edit
        Message Filter Edit
        Delivery Basket Edit
GML    Enroll in (or Disenroll from) a Mail Group
        Personal Mail Group Edit
        Forwarding Address Edit

Select Personal Preferences Option: user Options Edit
```

**Figure 23: Other User Options Edit Settings**

The current functionality associated with setting your personal preferences is described in greater detail in this chapter.

## Personal Preferences

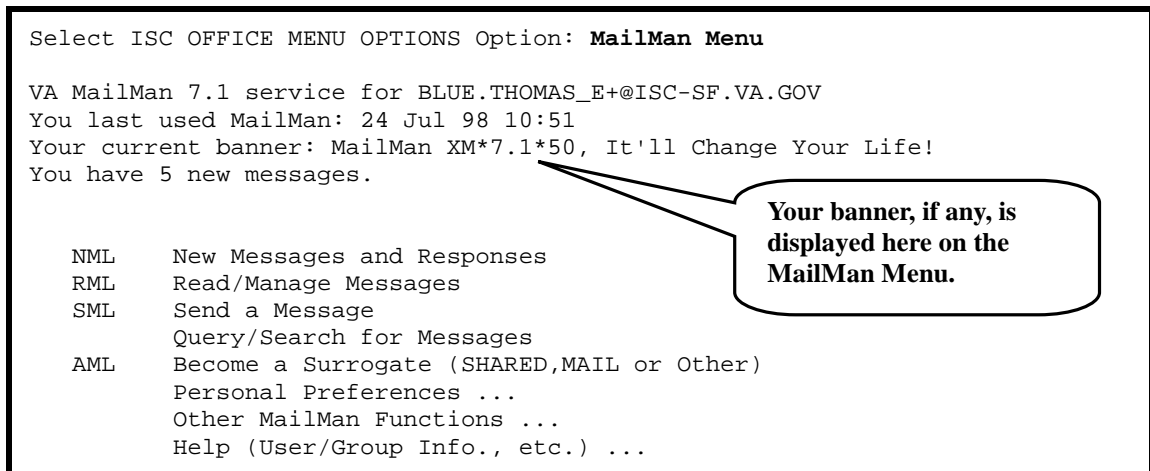
### BANNERS

The MailMan Banner is used to display any information that you want other MailMan users to see. Banners can be used to list business information, personal information, favorite quotes, etc., whatever you feel is appropriate in a business environment. You are *not* required to have a MailMan Banner; it is up to you to decide.

#### Where is Your Banner Information Displayed?

Banners are displayed in the following three instances:

1. Your MailMan Banner and other information are displayed to you when you enter the main MailMan Menu, as shown below:



```

Select ISC OFFICE MENU OPTIONS Option: MailMan Menu

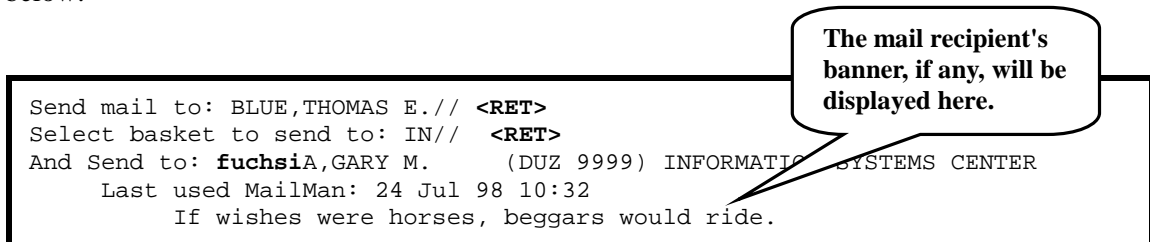
VA MailMan 7.1 service for BLUE.THOMAS_E+@ISC-SF.VA.GOV
You last used MailMan: 24 Jul 98 10:51
Your current banner: MailMan XM*7.1*50, It'll Change Your Life!
You have 5 new messages.

NML      New Messages and Responses
RML      Read/Manage Messages
SML      Send a Message
          Query/Search for Messages
AML      Become a Surrogate (SHARED,MAIL or Other)
          Personal Preferences ...
          Other MailMan Functions ...
          Help (User/Group Info., etc.) ...
  
```

**Your banner, if any, is displayed here on the MailMan Menu.**

**Figure 24: Banners are Displayed in the Main MailMan Menu**

2. Your MailMan Banner is displayed to others when they are addressing mail to you, as shown below:



```

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: fuchsia,GARY M.      (DUZ 9999) INFORMATION SYSTEMS CENTER
Last used MailMan: 24 Jul 98 10:32
If wishes were horses, beggars would ride.
  
```

**The mail recipient's banner, if any, will be displayed here.**

**Figure 25: Banners are Displayed When Addressing Mail**



*When addressing mail to yourself, you will not see your own banner displayed.*



*Here's a tip—If you will be out of the office and unable to check your mail for awhile, change your banner to let others know when you will return. That way when anyone addresses mail to you, they'll see your banner and know when they might expect a response.*

3. Your MailMan Banner is also displayed to you or others when using the User Information option on the Help (User/Group Info., etc.) menu to obtain information about you, as shown below:

```
Select MailMan Menu Option: help (User/Group Info., etc.)

      User Information
      Group Information
      Remote User Information
      New Features in MailMan
      General MailMan Information
      Questions and Answers on MailMan
      Manual for MailMan Users

Select Help (User/Group Info., etc.) Option: user informa

User name: blue, THOMAS E.      (DUZ 6666) INFORMATION SYSTEMS CENTER
      Last used MailMan: 24 Jul 98 11:11
      MailMan XM*7.1*50, It'll Change Your Life!

BLUE, THOMAS E.
Current Banner: MailMan XM*7.1*50, It'll Change Your Life!
Last used MailMan: 24 Jul 98 11:11
This user has 5 NEW messages (4 in the IN basket)
.
.
.
```

**After entering a MailMan user, you will see their Banner, if any.**

**Figure 26: Banners are Displayed When Displaying MailMan User Information**

## Creating/Editing Your Banner

Banners can range from 2 to 200 characters in length and can contain any combination of numbers, alphabetic characters, symbols (e.g., #, \$, %, &, \*), and punctuation marks.

You can enter or change your banner using either of two methods:

- Use the User Options Edit option with the "BANNER:" prompt
- Use the Banner Edit option on the Personal Preferences menu

### User Options Edit Option—Banner Entry

The User Options Edit option on the Personal Preferences menu provides one method of entering or modifying your MailMan Banner via the "BANNER:" prompt, as shown below:

```
Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option: user Options Edit

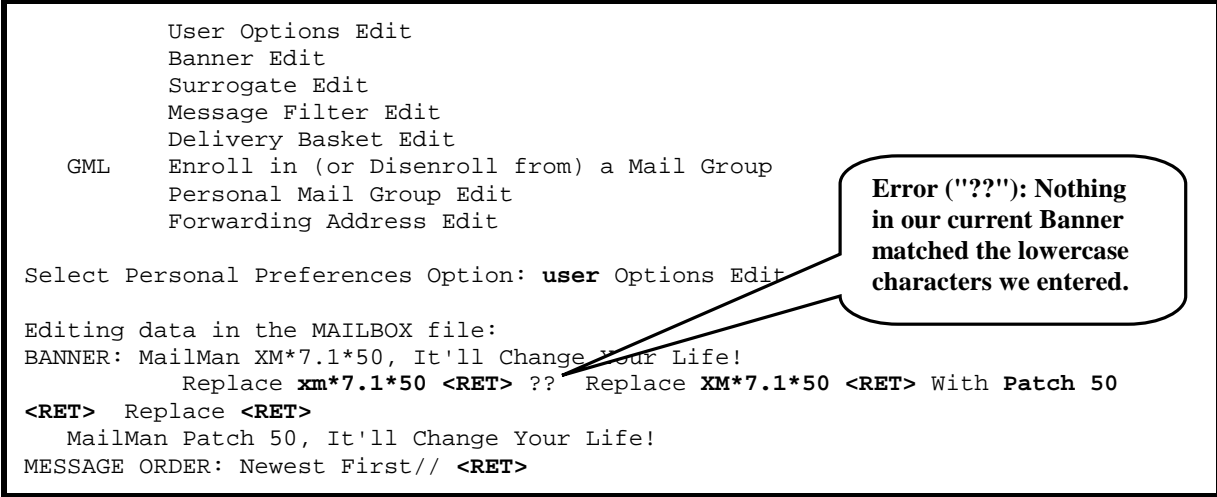
Editing data in the MAILBOX file:
BANNER: Thom Blue, MailMan XM*7.1*50, It'll Change Your Life!
    Replace ?
    ANSWER MUST BE 2-200 CHARACTERS IN LENGTH
BANNER: Thom Blue, MailMan XM*7.1*50, It'll Change Your Life!
    Replace ??
    The banner is displayed to others whenever they address mail to you.
```

**Figure 27: User Options Edit Option—Banner Entry Edit**

In this figure (Figure 27), the first user edit prompt in the User Options Edit option is the "BANNER:" prompt. Your current MailMan Banner, if any, is displayed to you, and you are given the opportunity to make changes.

In this example (Figure 27), we entered question marks ("?" and "??") in order to display the online help associated with this option.

The following figure demonstrates how you can modify an already existing MailMan Banner:



```

User Options Edit
Banner Edit
Surrogate Edit
Message Filter Edit
Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: MailMan XM*7.1*50, It'll Change Your Life!
      Replace xm*7.1*50 <RET> ??  Replace XM*7.1*50 <RET> With Patch 50
<RET>  Replace <RET>
      MailMan Patch 50, It'll Change Your Life!
MESSAGE ORDER: Newest First// <RET>

```

**Figure 28: Modifying Your MailMan Banner Using the User Options Edit Option**

In this example (Figure 28), we wanted to change our banner from "MailMan XM\*7.1\*50, It'll Change Your Life!" to "MailMan Patch 50, It'll Change Your Life!". Thus, we specifically wanted to replace "XM\*7.1\*50" in our banner with the phrase "Patch 50." You'll notice, however, that when we entered "**xm\*7.1\*50**" in lowercase, we got an error (indicated by two question marks—"??"). Those lowercase characters didn't match any existing characters in the current banner. Thus, we were prompted to re-enter characters that matched other characters in the banner (i.e., uppercase "**XM**").

When we entered the characters in the correct case, a match was found and we were prompted to enter the replacement information (i.e., at the "With" prompt). In this case, we entered the phrase "**Patch 50**."

At this point we were finished with our changes and pressed the Enter/Return key after the next "Replace" prompt without entering any text.

MailMan then displayed our modified banner to us before proceeding to the next user edit prompt.



**The "Replace" and "With" prompts are case sensitive. If you want to replace the entire entry, you can enter ellipsis points—three periods (...) at the "Replace" prompt and then type in the new entry at the "With" prompt. Also, these prompts are only presented to you when an entry is greater than or equal to 20 characters in length. If the entry is less than 20 characters, you will merely be shown the current default entry, if any, and you must type in your entire new entry after the prompt. These are VA FileMan conventions.**



## Banner Edit Option

The Banner Edit option provides another method of entering or modifying your MailMan Banner. The process of entering or editing your MailMan Banner is exactly the same as when using the User Options Edit option with the "BANNER:" prompt. However, unlike the User Options Edit option, the Banner Edit option is only used to create or modify your MailMan Banner.

The Banner Edit Option is available on the Personal Preferences menu, as shown below:

```
Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
    GML   Enroll in (or Disenroll from) a Mail Group
          Personal Mail Group Edit
          Forwarding Address Edit

Select Personal Preferences Option: banner Edit
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
        Replace ?
        ANSWER MUST BE 2-200 CHARACTERS IN LENGTH
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
        Replace <RET>
```

**Figure 29: Banner Edit Option**

In this figure (Figure 29), the Banner Edit option displays your current MailMan Banner, if any, at the "BANNER:" prompt. You are given the opportunity to make any changes you want. In this example, we entered a single question mark ("?") at the "BANNER:" prompt in order to display the online Help.



*The functionality of the Banner Edit option is the same as when using the User Options Edit option with the "BANNER:" prompt (previously described).*

As with the User Options Edit option and the "BANNER:" prompt, you would enter or modify your MailMan Banner in the same way:

```
Select Personal Preferences Option: banner Edit
BANNER: MailMan XM*7.1*50, It'll Change Your Life!
      Replace XM*7.1*50 <RET> With Patch 50 <RET> Replace <RET>
      MailMan Patch 50, It'll Change Your Life!

      User Options Edit
      Banner Edit
      Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
      GML Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit
```

**Figure 30: Modifying Your MailMan Banner Using the Banner Edit Option**

In this example (Figure 30), we, again, changed our banner just as we did when using the User Options Edit option at the "BANNER:" prompt (Figure 28).

## Deleting Your Banner

The following figure demonstrates how you can delete an already existing MailMan Banner:

```
Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: MailMan Patch 50, It'll Change Your Life!
      Replace @
      SURE YOU WANT TO DELETE? y <RET> (Yes)
MESSAGE ORDER: Newest First// ^
```

**Enter the "@" here to  
delete your Banner.**

**Figure 31: Deleting Your MailMan Banner**

In this example (Figure 31), we deleted our current banner simply by entering the at-sign ("@" Shift-2 key on most keyboards) at the "Replace" prompt.

MailMan then asked us to confirm our delete request. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

When we went back to see our banner, we saw that it had in fact been deleted:

```
Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER:
```

**Figure 32: MailMan Banner has been Deleted**

As you can see from this example (Figure 32), the MailMan Banner has been deleted (i.e., no banner default response is displayed at the "BANNER:" prompt).



## MESSAGE ACTION DEFAULT

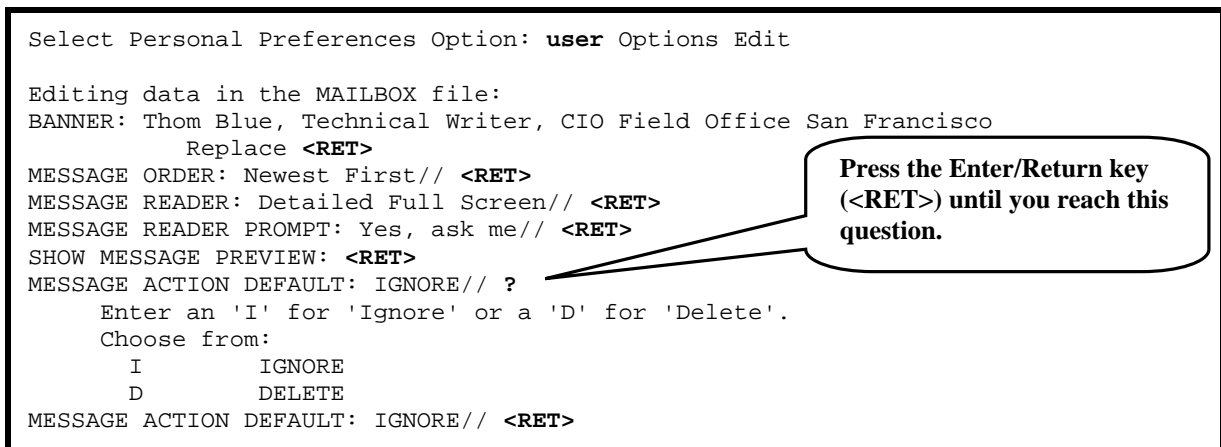
MailMan allows you to decide the default response after reading a message in your "IN" mail basket via the "MESSAGE ACTION DEFAULT:" prompt. Whatever you enter into this field will control the default for the "Enter message action" prompt that you answer after reading each MailMan message in your "IN" mail basket.

There are two possible responses:

1. **Ignore (default)**—Leaves the message in the same MailMan basket.
2. **Delete**—Moves the message to your MailMan "WASTE" basket.

If you do *not* enter anything in this field, the default will be whatever IRM has set for your site in the MAILMAN SITE PARAMETERS file (#4.3). If IRM has *not* set a value, the default will be **"Ignore."**

The "MESSAGE ACTION DEFAULT:" prompt can be set through the User Options Edit option on the Personal Preferences menu, as shown below:



```

Select Personal Preferences Option: user Options Edit

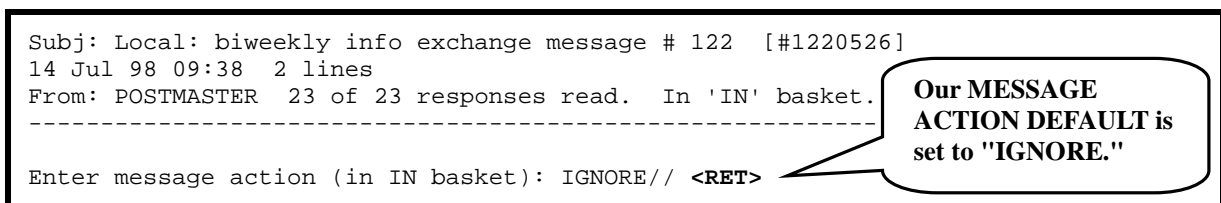
Editing data in the MAILBOX file:
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
      Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// ?
      Enter an 'I' for 'Ignore' or a 'D' for 'Delete'.
      Choose from:
          I      IGNORE
          D      DELETE
MESSAGE ACTION DEFAULT: IGNORE// <RET>
  
```

Press the Enter/Return key (<RET>) until you reach this question.

**Figure 33: Setting the Message Action Default**

As you can see from the previous figure (Figure 33), we have chosen to ignore our messages in the "IN" basket after reading them. Thus, if we choose the default response (i.e., Ignore) after reading each of our messages, the messages will remain in the same mail basket.

For example, after reading a message, you are given the option of performing an action on the message:



```

Subj: Local: biweekly info exchange message # 122 [#1220526]
14 Jul 98 09:38 2 lines
From: POSTMASTER 23 of 23 responses read. In 'IN' basket.
-----
Enter message action (in IN basket): IGNORE// <RET>
  
```

Our MESSAGE ACTION DEFAULT is set to "IGNORE."

**Figure 34: An Example of the Message Action Default Prompt in Use**

From this example (Figure 34), you can see that **Ignore** is the default response we set previously (Figure 33). Thus, when we press the Enter/Return key to accept the default, the message will remain in our "IN" basket.



*This field only allows you to set the default for the "IN" mail basket. All other mail baskets will automatically have a default of "Ignore."*

## SHOW TITLES

MailMan allows you to decide if you want a message sender's title to be displayed in the message header. If you elect to show titles, they will be preceded by a hyphen (i.e., generated by MailMan) and appear after the sender's name in the "From" portion of the message header.

There are two possible responses to this question:

- **Yes**—Display a sender's title in the message header.
- **No (default)**—Do not display a sender's title in the message header.

If you do *not* set this field, the sender's title will *not* appear in the message header.



*The Title field is entered and maintained in the NEW PERSON file (#200).*

The "SHOW TITLES:" prompt can be set through the User Options Edit option on the Personal Preferences menu, as shown below:

```

Select Personal Preferences Option: user Options Edit

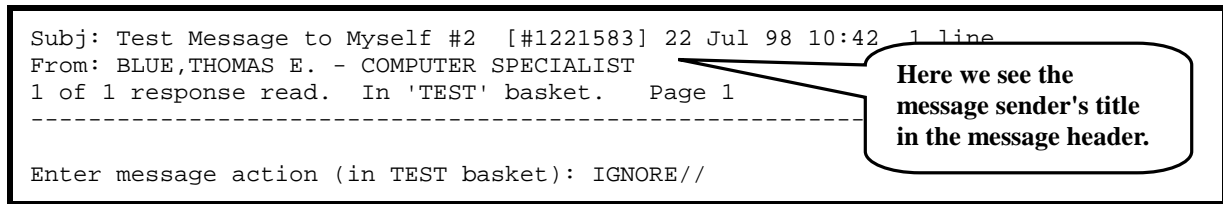
Editing data in the MAILBOX file:
BANNER: Thom Blue, Technical Writer, CIO Field Office San Francisco
      Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// <RET>
SHOW TITLES: YES// ?
      Enter 'Yes' if you want to see senders' and recipients' titles.
      Choose from:
          1      YES
          0      NO
SHOW TITLES: YES// <RET>
  
```

**Press the Enter/Return key (<RET>) until you reach this question.**

**Figure 35: Setting the Show Titles Prompt**

As you can see from the previous figure (Figure 35), we have chosen to show a sender's title in the message header by pressing the Enter/Return key and accepting the "Yes" default response. Thus, when we read a message, the sender's title will be displayed following their name in the "From" portion of the message header.

The following figure (Figure 36) illustrates what you would see if you chose to show titles:



**Figure 36: An Example of Showing the Sender's Title**

In this example (Figure 36), we sent ourselves a message so our own information will be displayed in the header. Since we elected to show a sender's title in the message header (Figure 35), we see the sender's title displayed (i.e., COMPUTER SPECIALIST) preceded by a hyphen and following the sender's name (i.e., BLUE,THOMAS E.) in the "From" portion of the message header.



## PRIORITY RESPONSES

MailMan users sending a message have the capability of designating their mail as priority mail. By sending mail priority, the sender indicates the message is very important and should take precedence over any other mail in your mailbox. Because of that, MailMan notifies you when you have new priority mail by:

- Highlighting priority mail in your list of messages by placing an exclamation point next to the priority messages.



*The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").*

- Displaying priority messages to you *before* other new messages, when you read new messages.

MailMan also provides you with the ability to control the way responses to priority mail are handled via the following user prompts:

- **PRIORITY RESPONSES FLAG**
- **PRIORITY RESPONSES PROMPT**

These prompts work in conjunction with one another and can be set through the User Options Edit option available on the Personal Preferences menu. We will discuss each of these prompts in this topic.

### Priority Responses Flag

MailMan allows you to decide whether or not you want to have responses to priority mail delivered to you as priority or ordinary responses. Setting the PRIORITY RESPONSES FLAG field allows you to choose what your default should be.

There are two possible values from which to choose when answering the "PRIORITY RESPONSES FLAG:" question:

- **0, Responses are PRIORITY (default)**—Responses to priority mail will be delivered to you as *priority* responses.
- **1, Responses are ORDINARY**—Responses to priority mail will be delivered to you as *ordinary* responses.

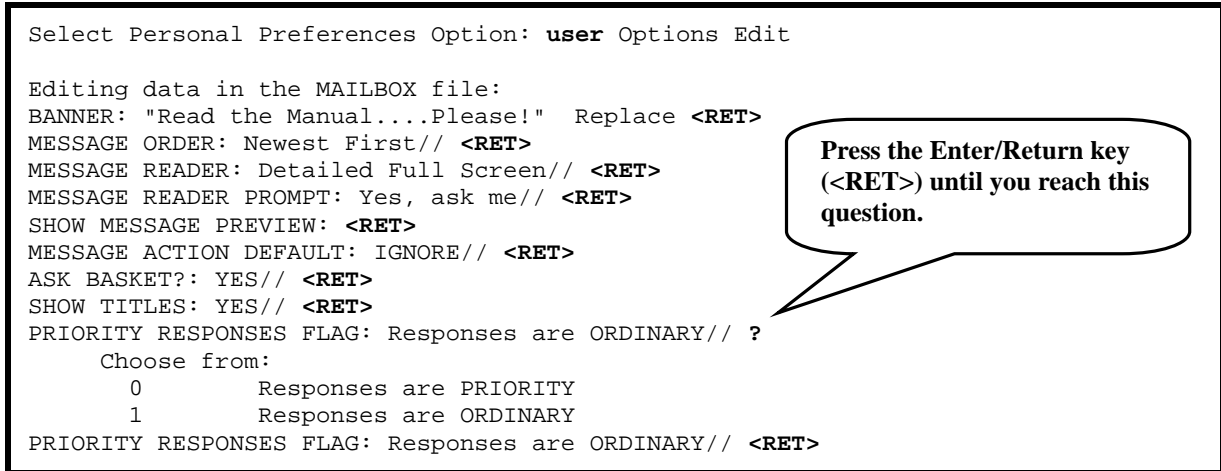
If you do *not* set this field, then responses will be priority.



*Once you enter a value for the PRIORITY RESPONSES FLAG field, you set the default value for all responses to priority mail. However, you can use the PRIORITY RESPONSES PROMPT field to let you override the default for individual priority mail.*

*For more information on the PRIORITY RESPONSES PROMPT field, please refer to the "Priority Responses Prompt" topic that follows in this chapter.*

The **PRIORITY RESPONSES FLAG** field default can be set through the User Options Edit option on the Personal Preferences menu, as shown below:



```

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// <RET>
SHOW TITLES: YES// <RET>
PRIORITY RESPONSES FLAG: Responses are ORDINARY// ?
  Choose from:
    0      Responses are PRIORITY
    1      Responses are ORDINARY
PRIORITY RESPONSES FLAG: Responses are ORDINARY// <RET>

```

**Figure 37: Setting the Priority Responses Flag Default**

In this example (Figure 37), we chose to set the **PRIORITY RESPONSES FLAG** to "Responses are **ORDINARY**" by pressing the Enter/Return key to accept the "**Responses are ORDINARY**" default response. Thus, any responses to a priority message sent to us will be delivered to our mailbox as *ordinary* mail. MailMan will treat the responses as any other responses.

If we had set this flag to "Responses are **PRIORITY**," any response(s) to a priority message would be delivered to us as *priority* mail. MailMan would notify us that we have priority mail and highlight the priority message.



*Here's a tip—If you set the **PRIORITY RESPONSES FLAG** default to Responses are **ORDINARY**, you can override it on a message-by-message basis by setting the **PRIORITY RESPONSES PROMPT** default to "ASK EACH TIME MESSAGE IS READ." This gives you the opportunity to choose to receive future responses to a particular priority message as priority even though your default is set to treat responses to priority messages as ordinary.*

## Priority Responses Prompt

MailMan also allows you to decide whether or not you will be prompted to choose to have future responses to an individual priority message delivered to you as priority or ordinary mail. The answer you give here determines whether or not MailMan will ask you to choose each time a priority message is delivered. Setting the PRIORITY RESPONSES PROMPT field allows you to choose what your default will be.

This prompt allows you to determine on a message-by-message basis whether or not MailMan will deliver responses to a priority message as priority mail, regardless of what your default is for the PRIORITY RESPONSES FLAG. MailMan will either ask or not ask you for a new value for this flag each time you read a priority message, depending on what you enter in the PRIORITY RESPONSES PROMPT field.



*Internally, MailMan marks the recipient information on that particular priority message appropriately. Thus, MailMan will know whether it should or should not deliver future responses to that same message as priority mail.*

For example, if you are reading a priority message and you decide to have responses delivered as priority for this particular priority message, MailMan will internally tag that message to always deliver responses to you as priority mail until you decide otherwise.

There are two possible choices when answering the "PRIORITY RESPONSES PROMPT:" question:

- **0, ASK EACH TIME MESSAGE IS READ (default)**—MailMan will prompt you to decide each time you read a priority mail message whether you want the future responses to be delivered as priority mail. This value allows you to override the default value you set in the PRIORITY RESPONSES FLAG field.
- **1, DO NOT ASK EACH TIME MESSAGE IS READ**—MailMan will *not* prompt you to decide each time you read a priority mail message whether you want the future responses to be delivered as priority mail. The default value you set in the PRIORITY RESPONSES FLAG field will be in effect.

If you do *not* set this field, then you will be prompted to choose whether future responses will be delivered as priority or not.

The PRIORITY RESPONSES PROMPT field can be set through the User Options Edit option on the Personal Preferences menu, as shown below:

```
Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// <RET>
SHOW TITLES: YES// <RET>
PRIORITY RESPONSES FLAG: Responses are ORDINARY// <RET>
PRIORITY RESPONSES PROMPT: DO NOT ASK EACH TIME MESSAGE IS READ// ?
    Enter 'Ask' or 'Do not ask'.
    Choose from:
        0          ASK EACH TIME MESSAGE IS READ
        1          DO NOT ASK EACH TIME MESSAGE IS READ
PRIORITY RESPONSES PROMPT: DO NOT ASK EACH TIME MESSAGE IS READ
// 0 <RET> ASK EACH TIME MESSAGE IS READ
```

Press the Enter/Return key (<RET>) until you reach this question.

**Figure 38: Setting the Priority Responses Prompt Default**

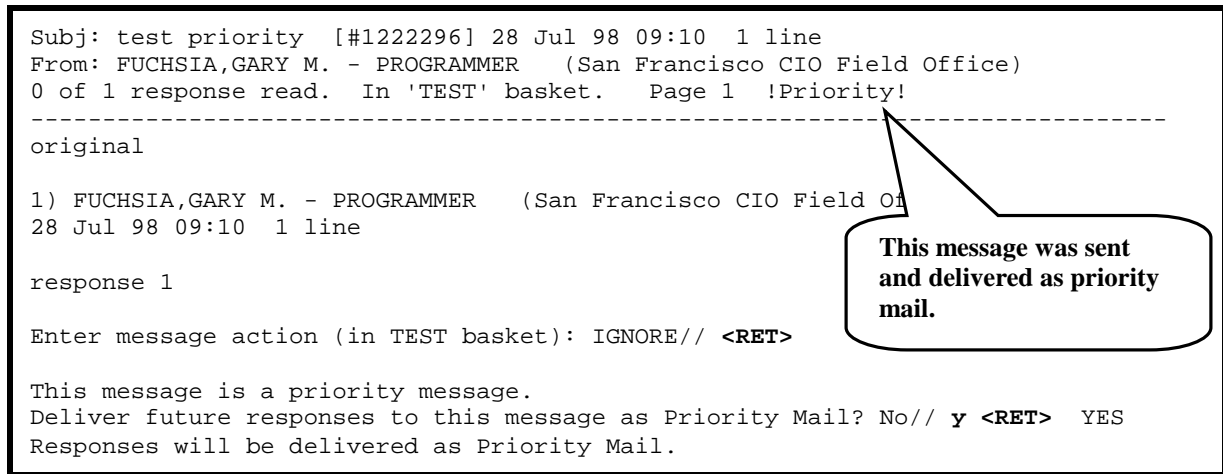
In this example (Figure 38), we chose to set the PRIORITY RESPONSES PROMPT to "ASK EACH TIME MESSAGE IS READ," by entering a zero ("0") and pressing the Enter/Return key. Thus, after reading any responses to a priority message in our mailbox, MailMan will prompt us to decide whether we want any future responses to that priority message delivered as priority mail.

If we had set this field to "DO NOT ASK EACH TIME MESSAGE IS READ," MailMan would *not* prompt us to choose how to handle any future responses to that particular priority message. Responses would be delivered based on the default value we entered in the PRIORITY RESPONSES FLAG field.



*For more information on the PRIORITY RESPONSES FLAG field, please refer to the "Priority Responses Flag" topic previously described in this chapter.*

The following series of screen captures (Figure 39, Figure 40, and Figure 41) better illustrates how the PRIORITY RESPONSES PROMPT field functions in conjunction with the PRIORITY RESPONSES FLAG:

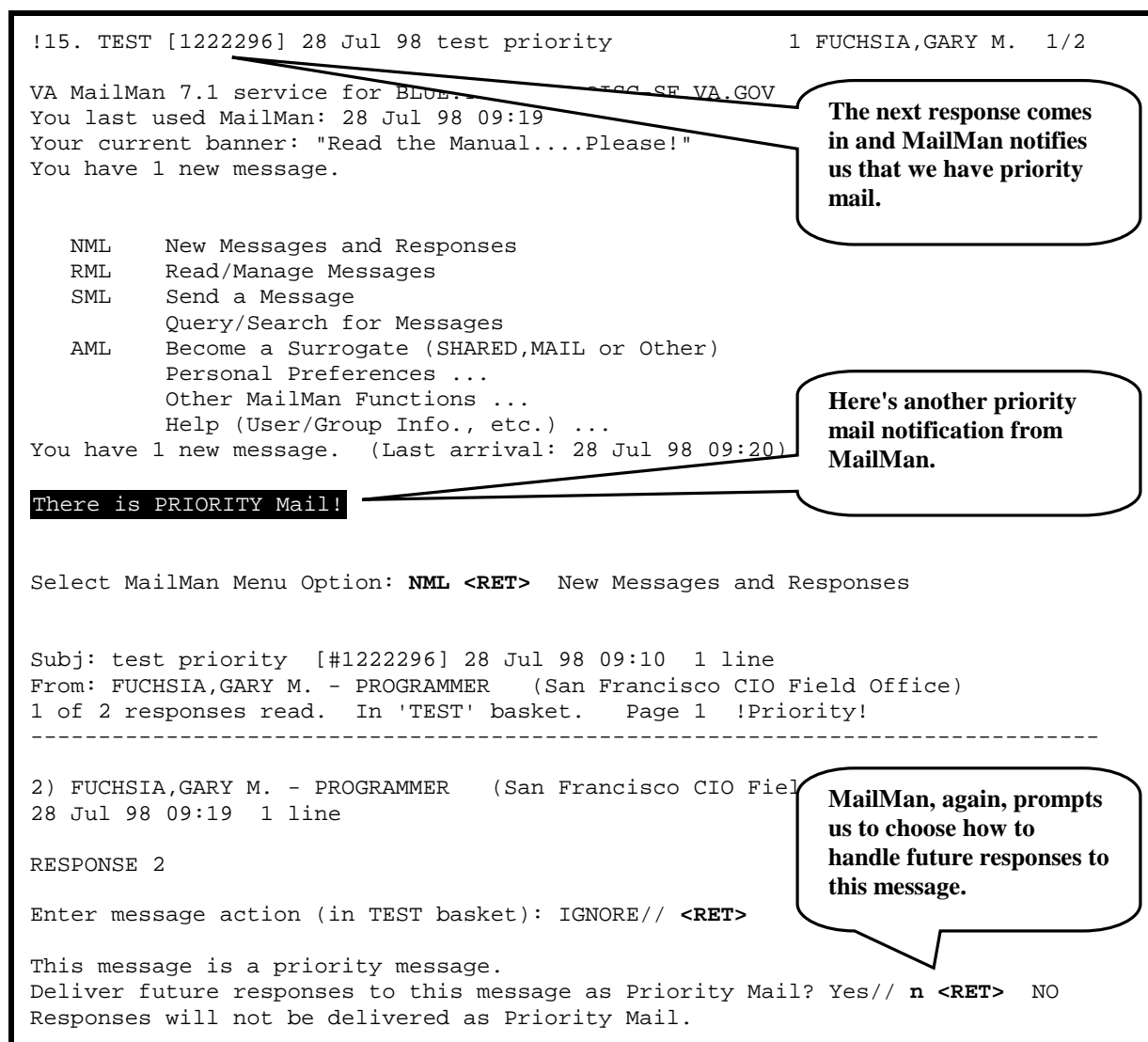


**Figure 39: (1 of 3) Choosing to Have Future Responses to a Priority Message Delivered as Priority**

In this example (Figure 39), we previously set our PRIORITY RESPONSES FLAG field to "Responses are ORDINARY" (Figure 37) and our PRIORITY RESPONSES PROMPT field to "ASK EACH TIME MESSAGE IS READ" (Figure 38). After reading the original text and first response, we chose to ignore the message and leave it in our "TEST" basket.

MailMan then asked us if we wanted any future responses to this message to be delivered as priority mail. You'll notice that the initial default response is "No" based on our "Responses are ORDINARY" setting in the PRIORITY RESPONSES FLAG field (Figure 37). For this example, we chose to have future responses delivered as priority mail by answering "Yes" to the prompt. Thus, we are overriding, for this particular message, our default of "Responses are ORDINARY" in the PRIORITY RESPONSES FLAG field.

The following figure illustrates what happens when the next response to the priority message is delivered to our mailbox:

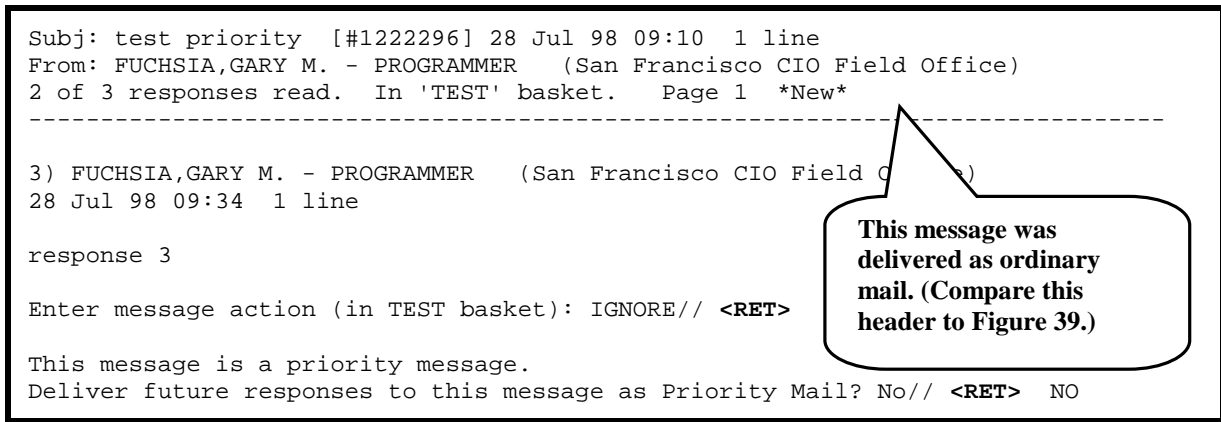


**Figure 40: (2 of 3) Next Response to Priority Mail is Delivered as Priority**

In this example, while our PRIORITY RESPONSES FLAG field was set to "Responses are ORDINARY," we previously chose to have future responses to this particular priority message to be delivered as priority (Figure 39). Thus, when the next response came in (i.e., #2) it was, in fact, delivered as priority. After reading this second response, we again chose to ignore the message and leave it in our "TEST" basket.

MailMan, again, asked us if we want any future responses to this message to be delivered as priority mail. You'll notice that the default response is now "Yes," since we previously wanted the future responses for this particular message delivered as priority mail (Figure 39). However, in this case (Figure 40), we chose *not* to have future responses delivered as priority mail by answering "No" to the prompt.

As you can see in the following figure, when the next response came in it was delivered as an ordinary response:



**Figure 41: (3 of 3) Next Response to Priority Mail is Delivered as Ordinary**

In this last example of the series (Figure 41), we received the third response to the priority mail as ordinary, since we previously chose to have future responses delivered as ordinary (Figure 40).

You'll notice, however, MailMan continues to ask us each time if we want to receive any future response to this priority message delivered to us as priority mail. To avoid this prompt, you will have to change the value for the PRIORITY RESPONSES PROMPT field to "DO NOT ASK EACH TIME MESSAGE IS READ."

You can toggle the value of the PRIORITY RESPONSES PROMPT field from "No" to "Yes" or vice versa, by entering "K" at the "Enter message action" prompt, as shown below:

```

Subj: test priority [#1222296] 28 Jul 98 09:10 1 line
From: FUCHSIA,GARY M. - PROGRAMMER (San Francisco CIO F
3 of 3 responses read. In 'TEST' basket. Page 1
-----
Enter message action (in TEST basket): IGNORE// ?
Enter a code from the list.

A      Answer          Q      Query
B      Backup          Q xxx  Query
C      Copy            QD     Query Details
D      Delete          K      Reply
F      Forward         RI      Reply and Include responses
H      Headerless Print S      Save
I      Ignore          T      Terminate
K      Priority replies V      Vaporize date edit
L      Later           W      Write
N      New
P      Print

Enter message action (in TEST basket): IGNORE// k
Responses will be delivered as Priority Mail.

Enter message action (in TEST basket): IGNORE//

```

Here the "K" action code will set replies to be priority. Conversely, if replies were already set to be priority, the "K" action code would say "Un Priority replies," thus, making future replies ordinary.

**Figure 42: Toggle the Way Replies are Delivered for Priority Messages**

By entering a "K" at the "Enter message action (in TEST basket): IGNORE//" prompt, we toggled the way we want responses for this priority message to be delivered from "No—don't want future responses delivered as priority" (Figure 41) to "Yes—deliver future responses as priority." This also sets the default answer the next time you are presented with the "Deliver future responses to this message as Priority Mail?" prompt.



*Here's a tip—If you set the PRIORITY RESPONSES FLAG default to "Responses are PRIORITY" and you know you will always want responses to priority messages to be delivered to you as priority mail, you should set the PRIORITY RESPONSES PROMPT default to "DO NOT ASK EACH TIME MESSAGE IS READ." This avoids your being prompted each time you read a response to a priority message to choose the way you want to see future responses to that message.*



## P-MESSAGE FROM

The "P-MESSAGE FROM:" prompt pertains to anything you may print to the P-MESSAGE device. MailMan allows you to decide from whom should the message be. The result is a message sent to you.

If you queue the print, this is from whom the message will be. If you don't queue the print, this is the default that will appear in a dialogue with MailMan to determine from whom the message will be.

There are two possible responses:

1. **ME (default)**—Answer ME if the message should be from you. It will *not* be delivered new to you, but you will be able to edit it.
2. **POSTMASTER**—Answer POSTMASTER if the message should be from the Postmaster. It will be delivered new to you, but you will *not* be able to edit it.



*If you do not enter anything in this field, the default will be "ME."*

The "P-MESSAGE FROM:" prompt can be set through the User Options Edit option on the Personal Preferences menu, as shown below:

```
Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// <RET>
SHOW TITLES: YES// <RET>
PRIORITY RESPONSES FLAG: Responses are ORDINARY// <RET>
PRIORITY RESPONSES PROMPT: ASK EACH TIME MESSAGE IS READ
// <RET>
P-MESSAGE FROM: ?
    From whom should your P-MESSAGES be?
    Choose from:
        M          ME
        P          POSTMASTER
P-MESSAGE FROM:  p <RET>  POSTMASTER
```

**Press the Enter/Return key (<RET>) until you reach this question.**

**Figure 43: Setting the P-MESSAGE FROM Field Default**

As you can see from the previous figure (Figure 43), we have chosen to have messages sent to the P-MESSAGE device to appear to be sent from the Postmaster as our default response.

For example, after reading a message, we decide to send it to the P-MESSAGE device. MailMan will ask you the following:

```

Subj: Test  [#1211500] 06 May 98 14:30  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket.  Page 1
-----
this is a test message

Enter message action (in TEST basket): IGNORE// p
Print recipient list? No// <RET>  NO
DEVICE: HOME// p-message <RET>  P-MESSAGE-HFS  HFS FILE=>MESSAGE

Moving text to MailMan message... (Creating now)
Subject: Testing the P-MESSAGE FROM prompt
.
End of file reached

      Select one of the following:

          M          Me
          P          Postmaster

From whom: Postmaster// <RET>
Send mail to: BLUE,THOMAS E.// <RET>  BLUE,THOMAS E.
And Send to: <RET>
Message subject: Testing the P-MESSAGE FROM prompt, Message number: 1360357

Enter message action (in TEST basket): IGNORE//

```

**Printing a message to the P-MESSAGE device.**

**Here, MailMan gives us the opportunity to either accept the default sender of the message to the P-MESSAGE device ("From whom: Postmaster") or lets us change it to be sent from us.**

**Figure 44: An Example of the P-MESSAGE FROM Prompt in Use**

Previously (Figure 43), we had chosen to have messages sent to the P-MESSAGE device to appear to be sent from the Postmaster. Thus, when we were sending a message to the P-MESSAGE device (Figure 44), MailMan displayed "Postmaster" as the default response at the "From whom:" prompt.

At this point we can choose to accept the default (Postmaster) by pressing the Enter/Return key or entering "ME" at the "From whom: Postmaster/" prompt. In this case, we chose to have the message appear to be sent from the **Postmaster**. Thus, the message will appear as "new" in our mailbox.



*For more information on the P-MESSAGE device, please refer to the "Sending Mail Using the P-MESSAGE Device" topic in Chapter 4 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

## MAILMAN INSTITUTION

The MailMan Institution is another piece of information that helps identify you to other MailMan users. It is usually the office or site where you are located (i.e., your physical location) and is most useful in systems such as FORUM where people from many different sites interact.

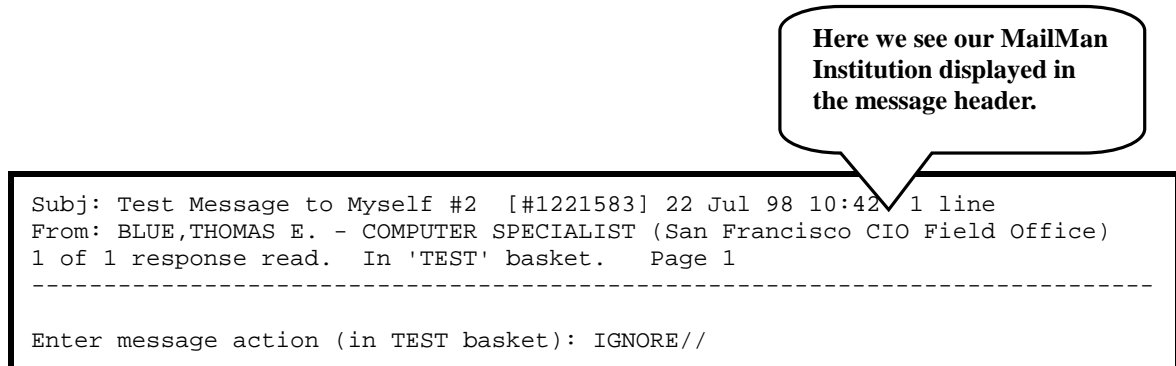
MailMan allows you to enter your own MailMan Institution that will be displayed to other users. You are *not* required to enter a MailMan Institution on local mail. However, on FORUM, it is a policy that all users must enter a MailMan Institution to better identify themselves.



*The MailMan Institution is shown in MailMan when the "Show Institutions in MailMan" field in the MAILMAN SITE PARAMETERS file (#4.3) indicates it.*

### Where is Your MailMan Institution Displayed?

Your MailMan Institution is displayed to others when they receive messages from you. It is shown in parentheses following your name and title in the heading of every local message or response that you send, as shown below:



**Figure 45: An Example Displaying the MailMan Institution**

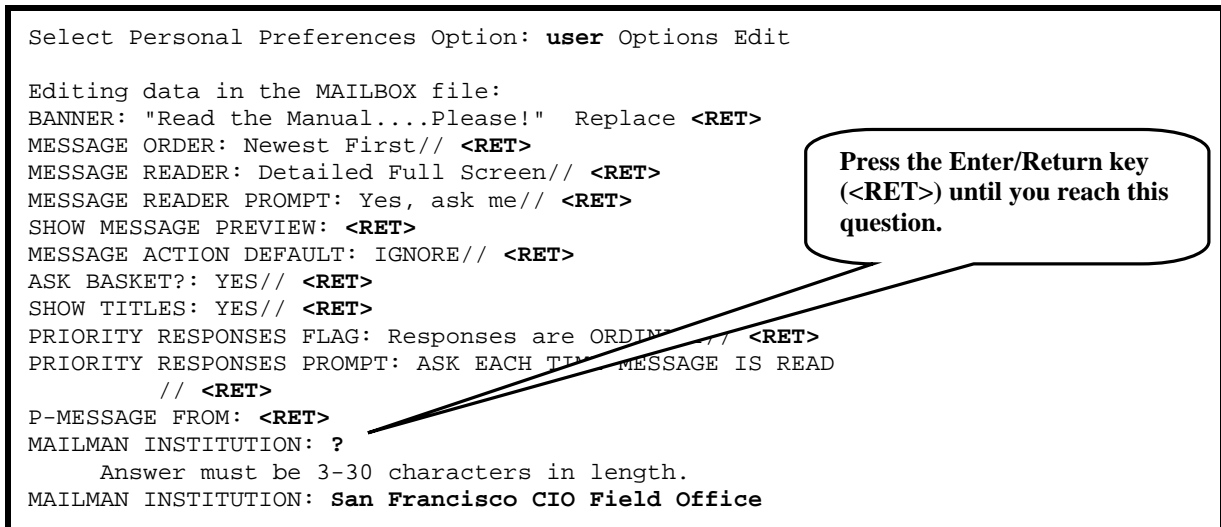


*MailMan generates the parentheses enclosing the MailMan Institution.*

## Creating/Editing Your MailMan Institution

The MailMan Institution can range from 3 to 30 characters in length and can contain any combination of numbers, alphabetic characters, symbols (e.g., #, \$, %, &, \*), and punctuation marks.

The "MAILMAN INSTITUTION:" field can be set through the User Options Edit option on the Personal Preferences menu, as shown below:



```

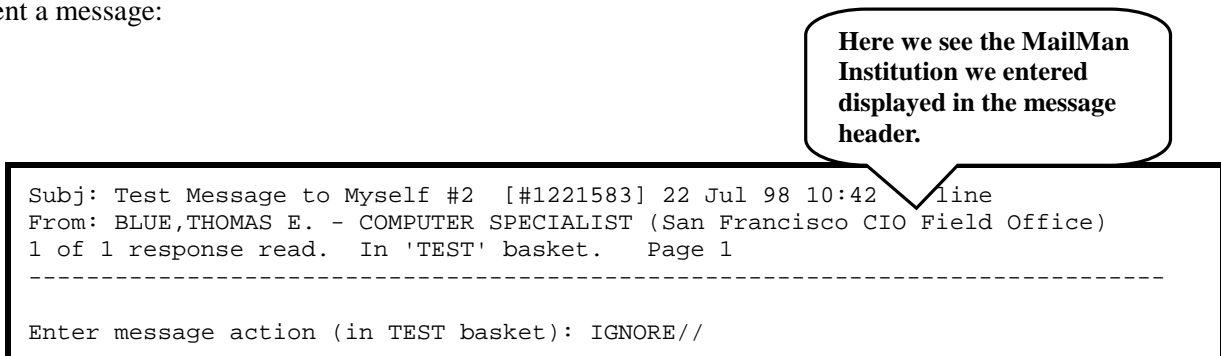
Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// <RET>
SHOW TITLES: YES// <RET>
PRIORITY RESPONSES FLAG: Responses are ORDINARY// <RET>
PRIORITY RESPONSES PROMPT: ASK EACH TIME A MESSAGE IS READ
// <RET>
P-MESSAGE FROM: <RET>
MAILMAN INSTITUTION: ?
    Answer must be 3-30 characters in length.
MAILMAN INSTITUTION: San Francisco CIO Field Office
  
```

**Figure 46: Setting the MailMan Institution Prompt**

As you can see from the previous figure (Figure 46), we did not have a MailMan Institution entered. For this example, we chose to enter a new MailMan Institution by entering "**San Francisco CIO Field Office**" at the "MAILMAN INSTITUTION:" prompt. Thus, our new MailMan Institution will be displayed to others when we send a message.

The following figure (Figure 47) illustrates what you would see if you entered a MailMan Institution and sent a message:



```

Subj: Test Message to Myself #2  [#1221583] 22 Jul 98 10:42 1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
1 of 1 response read.  In 'TEST' basket.  Page 1
-----
Enter message action (in TEST basket): IGNORE//
  
```

**Figure 47: An Example Displaying the MailMan Institution**

In the previous example (Figure 47), we sent ourselves a message so our own information will be displayed in the header. Since we previously chose to enter a MailMan Institution (Figure 46), we will see the MailMan Institution (i.e., San Francisco CIO Field Office) enclosed within parentheses, following our name (i.e., BLUE,THOMAS E.) and title (i.e., COMPUTER SPECIALIST) displayed in the "From" portion of the message header.

## Modifying Your MailMan Institution

You can modify your MailMan Institution at anytime. If you choose to edit your MailMan Institution, simply use the User Options Edit option and move to the "MAILMAN INSTITUTION:" prompt. As with other prompts, if the current institution is 20 characters or more, you will be presented with the "Replace" and "With" prompts to change the value, as demonstrated below:

```

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
MESSAGE ORDER: Newest First// <RET>
MESSAGE READER: Detailed Full Screen// <RET>
MESSAGE READER PROMPT: Yes, ask me// <RET>
SHOW MESSAGE PREVIEW: <RET>
MESSAGE ACTION DEFAULT: IGNORE// <RET>
ASK BASKET?: YES// <RET>
SHOW TITLES: YES// <RET>
PRIORITY RESPONSES FLAG: Responses are ORDINARY// <RET>
PRIORITY RESPONSES PROMPT: ASK EACH TIME MESSAGE IS READ
// <RET>
P-MESSAGE FROM: <RET>
MAILMAN INSTITUTION: San Francisco CIO FO  Replace FO <RET> With Field Office
<RET>  Replace <RET>
        San Francisco CIO Field Office
NETWORK SIGNATURE LINE 1 OF 3:
  
```

Figure 48: Modifying Your MailMan Institution

In this example (Figure 48), we wanted to change our MailMan Institution from "San Francisco CIO FO" to "San Francisco CIO Field Office". Thus, we specifically wanted to replace "FO" in our institution with the phrase "Field Office." To do this, we entered the "FO" characters in the correct case at the "Replace" prompt and we then entered the phrase "Field Office" at the "With" prompt.

At this point we had finished our changes and pressed the Enter/Return key after the next "Replace" prompt without entering any text.

MailMan then displayed our modified MailMan Institution to us before proceeding on to the next user edit prompt.



The "Replace" and "With" prompts are case sensitive. If you want to replace the entire entry, you can enter ellipsis points—three periods (...) at the "Replace" prompt and then type in the new entry at the "With" prompt. Also, these prompts are only presented to you when an entry is greater than or equal to 20 characters in length. If the entry is less than 20 characters, you will merely be shown the current default entry, if any, and you must type in your entire new entry after the prompt. These are VA FileMan conventions.

## Deleting Your MailMan Institution

The following figure demonstrates how you can delete an already existing MailMan Institution:

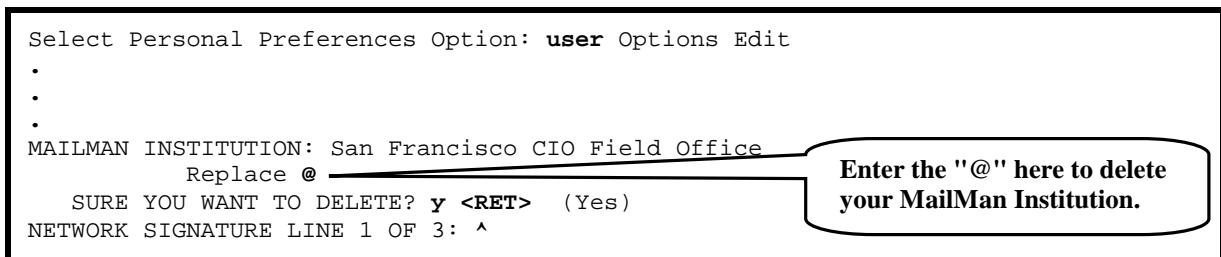


Figure 49: Deleting Your MailMan Institution

In this example (Figure 49), we deleted our current MailMan Institution simply by entering the at-sign ("@" Shift-2 key on most keyboards) at the "Replace" prompt.

MailMan will then ask you to confirm your delete request. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

When you go back to the MAILMAN INSTITUTION field, you'll see that it has in fact been deleted (i.e., no MailMan Institution default response is displayed at the "MAILMAN INSTITUTION:" prompt):

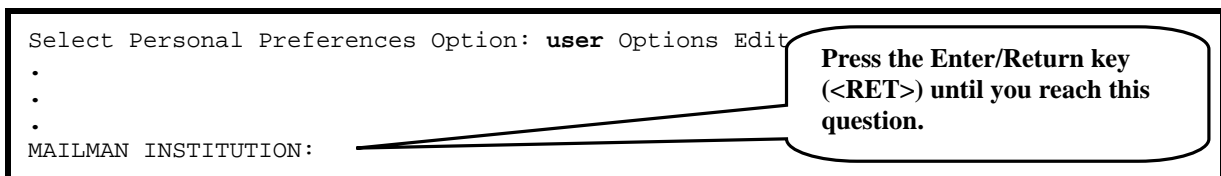


Figure 50: MailMan Institution has been Deleted

## NETWORK SIGNATURE

The Network Signature is yet another piece of information that helps identify you to other MailMan users. It consists of up to three separate lines of information. MailMan allows you to enter your own Network Signature. You must enter a Network Signature in order to use the "Answer" command on a message.



*For more information on the "Answer" command, please refer to the "Answer ('A') Action" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

### Where is Your Network Signature Displayed?

The Network Signature field is used when a user chooses to "Answer" a message rather than "Reply" to a message or uses the Network Signature (NS) action code to append a Network Signature to a message before sending it.



*For more information on the "Network Signature" command, please refer to the "Network Signature ('NS') Action" topic in Chapter 4 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

The "Answer" command issues a new message to send to the sender of the original message. This new message will contain the three lines of your Network Signature, which will appear at the end of your answer, as shown below:

```

Enter message action (in TEST basket): IGNORE// a
Subject: Re: Test// <RET>
Copying original message and network signature...
You may edit the text of the message...

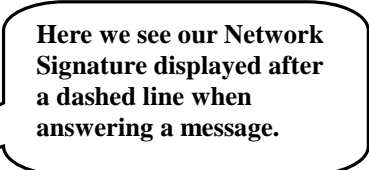
==[ WRAP ]==[ INSERT ]=====< Re: Test >===== [ <PF1>H=Help ]=====
>Original Msg: 'Test' From: BLUE,THOMAS E.
>
>here is a test

Here is my answer.

-----
Thom Blue
Technical Writer
San Francisco CIO Field Office

<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T

```



**Figure 51: Including Your Network Signature When Answering a Message**



*MailMan generates the dashed line preceding your Network Signature.*

This is how the message would appear to the recipient:

```
Subj: Re: Test  [#1222500] 29 Jul 98 11:29  12 lines
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'IN' basket.   Page 1
```

```
-----
>Original Msg: 'Test' From: BLUE,THOMAS E.
>
>here is a test
```

Here is my answer.

```
-----
Thom Blue
Technical Writer
San Francisco CIO Field Office
```

```
Enter message action (in IN basket): IGNORE//
```

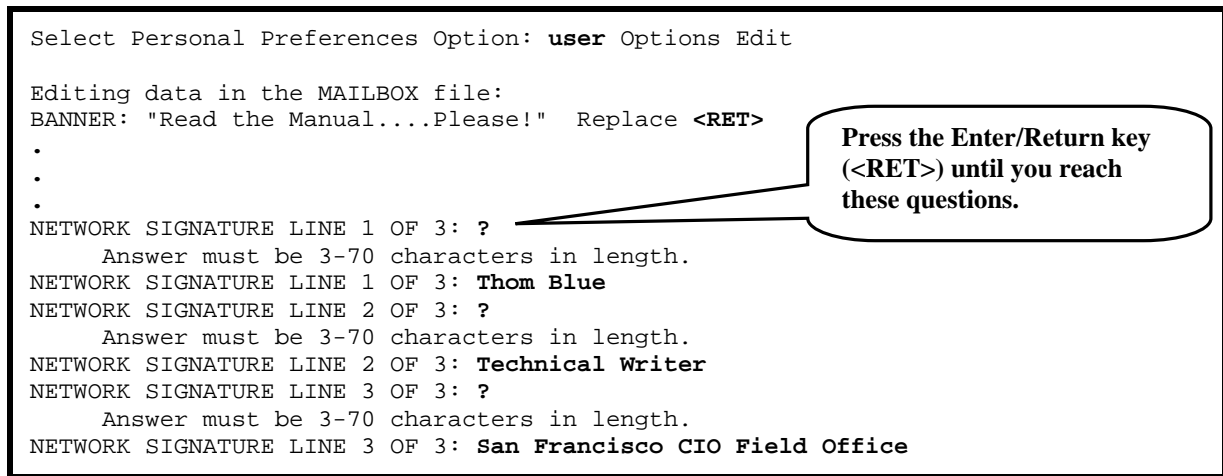
**Figure 52: An Example Displaying the Network Signature Lines**



## Creating/Editing Your Network Signature

Each of the three lines comprising the Network Signature can range from 3 to 70 characters in length and can contain any combination of numbers, alphabetic characters, symbols (e.g., #, \$, %, &, \*), and punctuation marks. In order to have a valid Network Signature recognized by MailMan, you must enter data in at least one of the three Network Signature lines. Any line of the three is acceptable as long as one line contains data.

The "NETWORK SIGNATURE LINE n OF 3:" field (where n equals one, two, or three) can be set through the User Options Edit option on the Personal Preferences menu, as shown below:



**Figure 53: Setting the Network Signature Prompts**

As you can see from the previous figure (Figure 53), we initially did not have a Network Signature entered (no default values set). Then, we entered data into all three lines of the Network Signature.

For this example, we chose to enter the following information:

- At the "NETWORK SIGNATURE LINE 1 OF 3:" prompt, we entered "**Thom Blue**"
- At the "NETWORK SIGNATURE LINE 2 OF 3:" prompt, we entered "**Technical Writer**"
- At the "NETWORK SIGNATURE LINE 3 OF 3:" prompt, we entered "**San Francisco CIO Field Office**"

Our new Network Signature will be included at the end of an "Answer" to a message.



*For an example of how our Network Signature will appear when answering a message, please refer to Figure 51 in this chapter.*

## Modifying Your Network Signature

You can modify your Network Signature at anytime. If you choose to edit your Network Signature simply use the User Options Edit option and move to "NETWORK SIGNATURE LINE n OF 3:" field (where n equals one, two, or three). As with other prompts, if your current signature information in a line is 20 characters or more, you will be presented with the "Replace" and "With" prompts to change the value, as demonstrated below:

```

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
.
.
.
NETWORK SIGNATURE LINE 1 OF 3: Thom Blue//
NETWORK SIGNATURE LINE 2 OF 3: Technical Writer//
NETWORK SIGNATURE LINE 3 OF 3: San Francisco CIO FO
      Replace FO <RET> With Field Office <RET>  Replace <RET>
      San Francisco CIO Field Office
INTRODUCTION:
  No existing text
  Edit? NO// <RET>
  
```

**Figure 54: Modifying Your Network Signature**

In this example (Figure 54), we wanted to change the third line of our Network Signature from "San Francisco CIO FO" to "San Francisco CIO Field Office". Thus, we specifically wanted to replace "FO" in our signature with the phrase "Field Office." To do this, we entered the "**FO**" characters in the correct case at the "Replace" prompt and we then entered the phrase "**Field Office**" at the "With" prompt.

At this point we were finished with our changes and pressed the Enter/Return key after the next "Replace" prompt without entering any text.

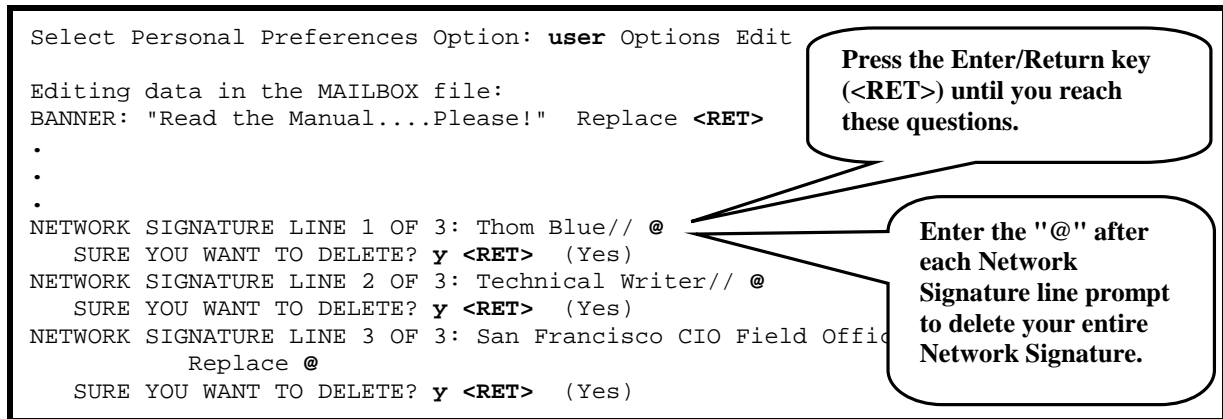
MailMan then displayed our modified third line of our Network Signature to us before proceeding on to the next user edit prompt.



**The "Replace" and "With" prompts are case sensitive. If you want to replace the entire entry, you can enter ellipsis points—three periods (...) at the "Replace" prompt and then type in the new entry at the "With" prompt. Also, these prompts are only presented to you when an entry is greater than or equal to 20 characters in length. If the entry is less than 20 characters, you will merely be shown the current default entry, if any, and you must type in your entire new entry after the prompt. These are VA FileMan conventions.**

## Deleting Your Network Signature

The following figure demonstrates how you can delete an already existing Network Signature:

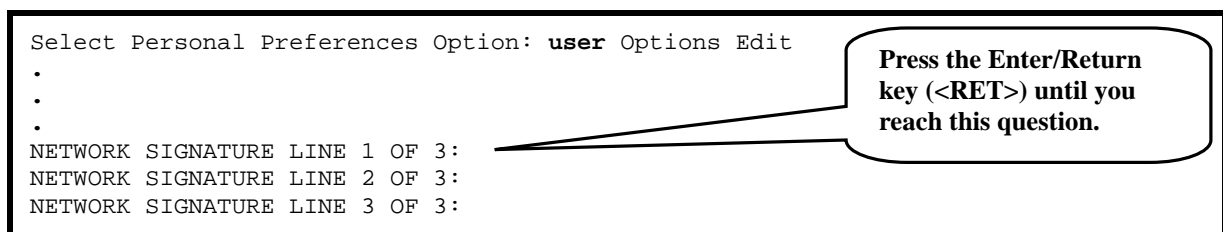


**Figure 55: Deleting Your Network Signature**

In this example (Figure 55), we deleted all three lines of our current Network Signature simply by entering the at-sign ("@" Shift-2 key on most keyboards) after each prompt.

MailMan asked us to confirm our delete request. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt for all three lines.

When you go back to the Network Signature fields, you'll see that they have in fact been deleted:



**Figure 56: Network Signature has been Deleted**

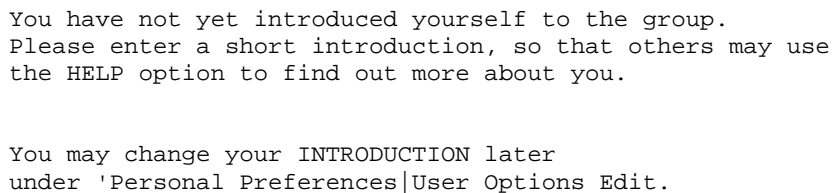
As you can see from this example (Figure 56), our Network Signature has been deleted (i.e., no Network Signature default responses are displayed after any of three "NETWORK SIGNATURE LINE n OF 3:" prompts).



## INTRODUCTION

The Introduction field provides you with the opportunity to "introduce" yourself to other MailMan users. Since it is a word processing field, MailMan allows you to enter as much information as you wish. You may or may not be required to enter an Introduction depending on your site's policy.

IRM has the option to set the REQUIRE INTRODUCTIONS? field in the MAILMAN SITE PARAMETERS file (#4.3) to require users to enter an Introduction before using MailMan. If users at your site are required to enter an Introduction, you will see the following display when trying to use MailMan:



```
You have not yet introduced yourself to the group.  
Please enter a short introduction, so that others may use  
the HELP option to find out more about you.  
  
You may change your INTRODUCTION later  
under 'Personal Preferences|User Options Edit.
```

**Figure 57: Text Displayed When You Must Enter an Introduction**

You will then immediately be placed into your editor to enter your Introduction before you are allowed to access the MailMan menu. Upon entering an Introduction, you will then be allowed to use MailMan.

## Where is Your Introduction Displayed?

Your Introduction is only displayed when users do a lookup on you via the User Information option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select MailMan Menu Option: help (User/Group Info., etc.)

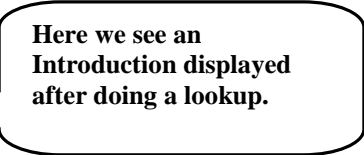
    User Information
    Group Information
    Remote User Information
    New Features in MailMan
    General MailMan Information
    Questions and Answers on MailMan
    Manual for MailMan Users

Select Help (User/Group Info., etc.) Option: user information

User name: blue,THOMAS E.      (DUZ 6666) INFORMATION SYSTEMS CENTER
Last used MailMan: 29 Jul 98 16:04
    "Read the Manual....Please!"

BLUE,THOMAS E.
Current Banner: "Read the Manual....Please!"
Last used MailMan: 29 Jul 98 16:04
This user has 1 NEW message (1 in the IN basket)

Introduction:
    My name is Thom and I am the Technical Writer for all Infrastructure
    products.
```

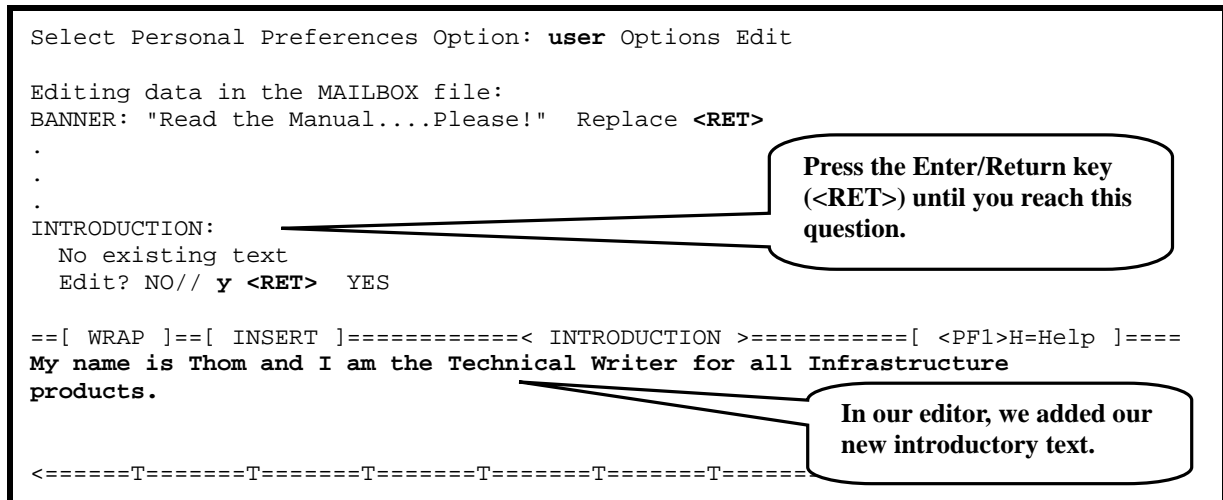


**Figure 58: An Example Displaying the Introduction**

## Creating/Editing Your Introduction

Since the Introduction field is a word processing field there is no upper limit on the number of characters you can enter. You can also include any combination of numbers, alphabetic characters, symbols (e.g., #, \$, %, &, \*), and punctuation marks.

The "INTRODUCTION:" field can be set through the User Options Edit option on the Personal Preferences menu, as shown below:



**Figure 59: Setting the MailMan Introduction Prompt**

As you can see from the previous figure (Figure 59), MailMan indicated to us that we did not currently have an Introduction entered ("No existing text"). Thus, we answered "Yes" to edit our Introduction and were put into our editor.

In the editor, we entered a short descriptive sentence, saved our entry, and closed the editor.

Our new Introduction will be displayed to other MailMan users when they do a lookup on us.



*For an example of how our Introduction will appear when doing a lookup on a message (i.e., User Information option), please refer to Figure 58 in this chapter.*

## Modifying Your Introduction

You can modify your Introduction at anytime. If you choose to edit your Introduction, simply use the User Options Edit option and move to the "INTRODUCTION:" prompt. Answer "Yes" at the "Edit? NO/" prompt, as demonstrated below:

```

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
.
.
.
INTRODUCTION:
My name is Thom and I am the Technical Writer for all Infrastructure
products.

      Edit? NO// y <RET>  YES

==[ WRAP ]==[ INSERT ]=====< INTRODUCTION >=====
My name is Thom and I am the Technical Writer for all Infrastructure
products (e.g., Kernel, VA FileMan, MailMan, Toolkit).

<=====T=====T=====T=====T=====T=====T=====T=====

Editing data in the NEW PERSON file:
PREFERRED EDITOR: SCREEN EDITOR - VA FILEMAN//

```

**Press the Enter/Return key (<RET>) until you reach this question.**

**MailMan displays your current introductory text.**

**In the editor, we typed in the new/additional text.**

**Figure 60: Modifying Your Introduction**

In this example (Figure 60), we wanted to add more information at the end of our Introduction, specifically: "(e.g., Kernel, VA FileMan, MailMan, Toolkit)". To do this, we answered "Yes" at the "Edit? NO/" prompt and we were placed back into our editor (e.g., Screen Editor).

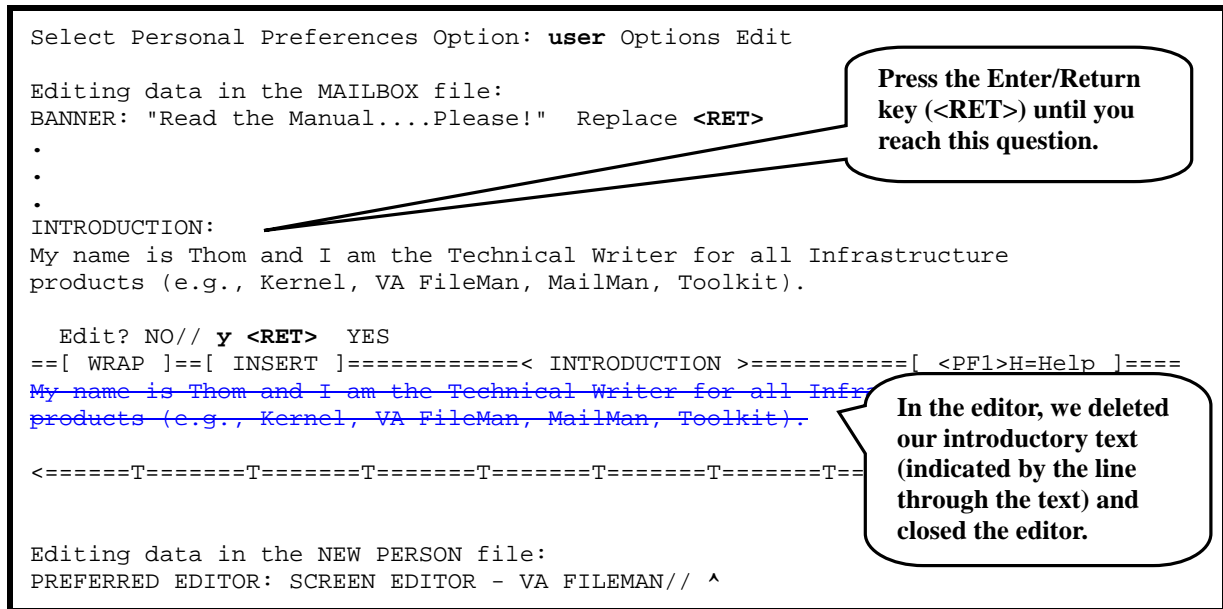
In the editor, we typed in the phrase we wanted to add after the existing text. When we were finished, we saved our modifications and closed our editor.

MailMan then returned us to the next user edit prompt.



## Deleting Your Introduction

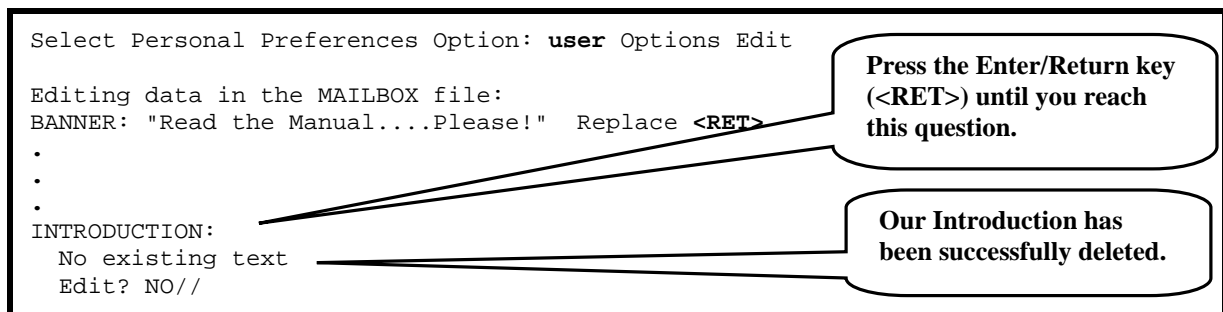
The following figure demonstrates how you can delete an already existing Introduction:



**Figure 61: Deleting Your Introduction**

In this example (Figure 61), we again got back into the editor by answering "Yes" at the "Edit? NO//" prompt. While in the editor, we deleted our Introduction by deleting all of the introductory text. When we had deleted everything, we closed the editor and MailMan returned us to the next user edit prompt.

When we went back in to see our Introduction, we saw that it had in fact been deleted (i.e., MailMan displayed "No existing text" at the "INTRODUCTION:" prompt):



**Figure 62: Introduction Has Been Deleted**

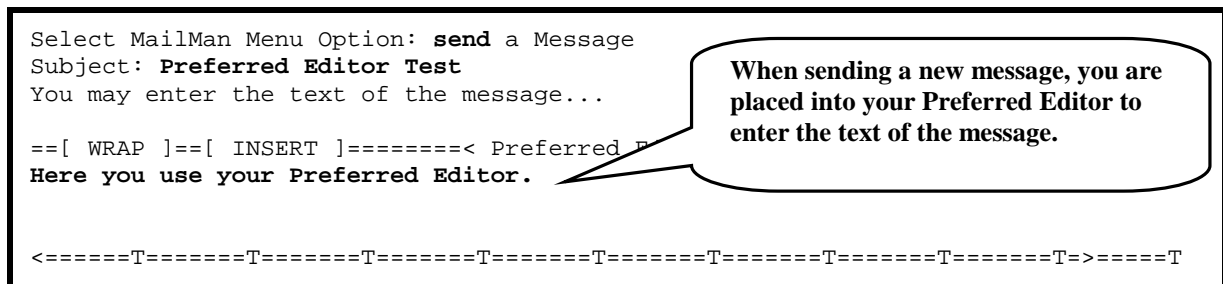


## PREFERRED EDITOR

The Preferred Editor field provides you with the opportunity to choose the editor you wish to use while in MailMan. You use an editor when editing a VA FileMan word-processing field (e.g., when you respond to or type a new message). If you have chosen a Preferred Editor and you are editing a word-processing field, MailMan will automatically transfer you into your Preferred Editor. If you don't enter a specific editor in the Preferred Editor field, MailMan will default to either the VA FileMan screen editor when editing within ScreenMan or the VA FileMan Line Editor in all other cases.

## When will You Use Your Preferred Editor?

Your Preferred Editor is used whenever you must enter text into a word-processing field in MailMan. For example, when composing a new message or replying to a message, as shown below:



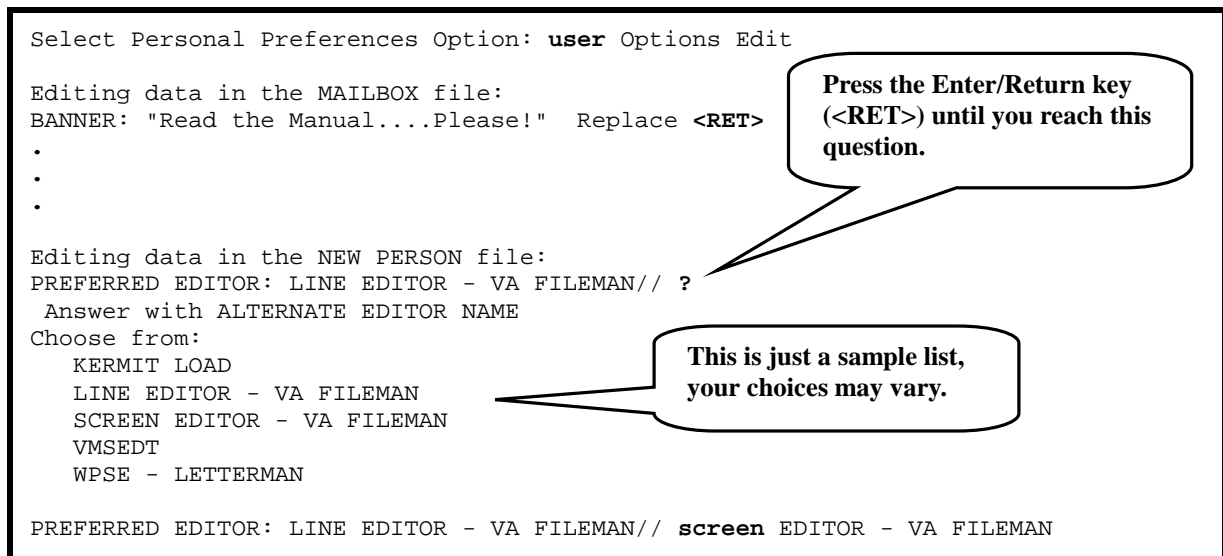
### Figure 63: An Example of Using the Editor

Another example of using your Preferred Editor is when you are creating or editing your MailMan Introduction (previously described in the "Introduction" topic in this chapter, Figure 59).

## Choosing Your Preferred Editor

Your choice of editors is based on the editors available at your particular location. MailMan lets you choose from the list of available editors.

The "PREFERRED EDITOR:" field can be set through the User Options Edit option on the Personal Preferences menu, as shown below:



**Figure 64: Setting the MailMan Preferred Editor Prompt**

As you can see from the previous figure (Figure 64), we entered a single question mark ("?") at the "PREFERRED EDITOR: LINE EDITOR - VA FILEMAN//" prompt in order to display a list of available editors. Currently, our default editor is set to use the VA FileMan Line Editor.

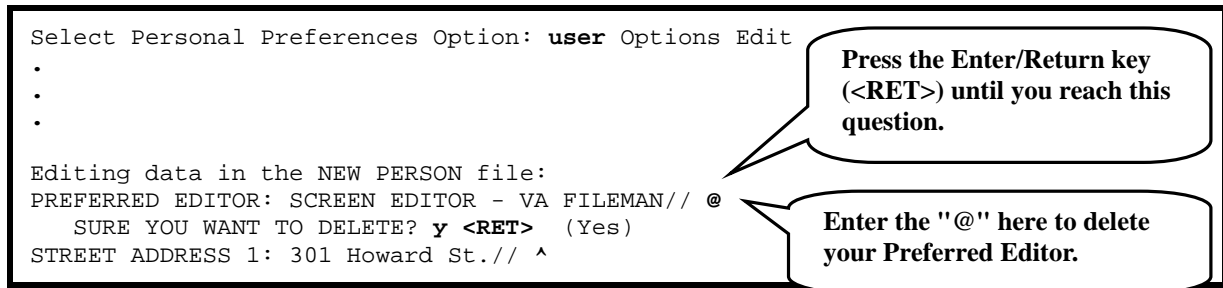
For this example, we chose to change our editor to the VA FileMan **Screen Editor** by entering it at the "PREFERRED EDITOR:" prompt.



*You can change your Preferred Editor at anytime. If you want to change your editor, simply use the User Options Edit option and move to the "PREFERRED EDITOR:" prompt and enter a new editor from the available list.*

## Deleting Your Preferred Editor

The following figure demonstrates how you can delete your Preferred Editor:

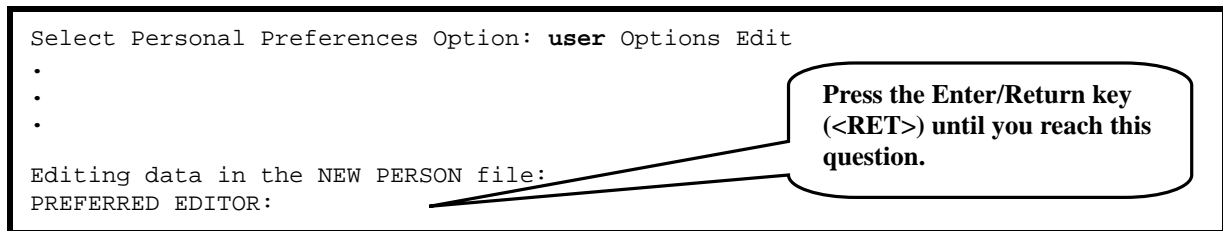


**Figure 65: Deleting Your Preferred Editor**

In this example (Figure 65), we deleted our current Preferred Editor simply by entering the at-sign ("@" Shift-2 key on most keyboards) at the "PREFERRED EDITOR: SCREEN EDITOR - VA FILEMAN//" prompt.

MailMan will then ask you to confirm your delete request. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

When you go back in to see your Preferred Editor, you'll see that it has in fact been deleted:



**Figure 66: Preferred Editor has been Deleted**

As you can see from this example (Figure 66), the Preferred Editor has been deleted (i.e., no Preferred Editor default response is displayed at the "PREFERRED EDITOR:" prompt). Without a Preferred Editor entry, MailMan will automatically default to either the VA FileMan Screen Editor when editing within ScreenMan or the VA FileMan Line Editor in all other cases.



## CONTACT INFORMATION

Your contact information is comprised of the following fields, which reside in the NEW PERSON file (#200):

- **STREET ADDRESS 1**—This is the first line of the street address of the permanent address of the user.
- **STREET ADDRESS 2**—This is the second line of the street address.
- **STREET ADDRESS 3**—This is the third line of the street address.
- **CITY**—This is the user's city.
- **STATE**—This is the user's state.
- **ZIP CODE**—This is the user's postal ZIP code.
- **OFFICE PHONE**—This is the user's business/office contact telephone number.
- **FAX NUMBER**—This field contains the telephone number for a user's FAX machine. It needs to be in a format that can be understood by a sending modem.
- **VOICE PAGER**—This field contains the telephone number for a user's *analog* pager. It needs to be in a format that can be understood by a sending modem.
- **DIGITAL PAGER**—This field contains the telephone number for a user's *digital* page. It needs to be in a format that can be understood by a sending modem.
- **ADD'L PHONE 1**—This is an alternate (additional) telephone number where the user might also be reached.
- **ADD'L PHONE 2**—This is another alternate (additional) telephone number where the user might also be reached.

These fields are all self-explanatory. You can use these fields to store your business (or personal) information. You are *not* required to enter any information into these fields; it is up to you to decide.



**Prior to Patch 50, some of these fields were also found in MailMan's MAILBOX file (#3.7). This resulted in the same information being kept in two different places. With Patch 50, these duplicate fields have been deleted from the MAILBOX file, along with any information you may have entered into them. Thus, you may want to re-enter this information in the NEW PERSON file (#200).**

## Where is Your Contact Information Displayed?

Your contact information is only displayed when users do a lookup on you through the User Information option on the Help (User/Group Info., etc.) menu, as shown below:

```
Select MailMan Menu Option: help (User/Group Info., etc.)

    User Information
    Group Information
    Remote User Information
    New Features in MailMan
    General MailMan Information
    Questions and Answers on MailMan
    Manual for MailMan Users

Select Help (User/Group Info., etc.) Option: user information


User name: blue,THOMAS E.      (DUZ 6666) INFORMATION SYSTEMS CENTER
    Last used MailMan: 30 Jul 98 16:01
    "Read the Manual....Please!"

BLUE,THOMAS E.
Current Banner: "Read the Manual....Please!"
Last used MailMan: 30 Jul 98 16:01
This user has 3 NEW messages (2 in the IN basket)

Introduction:
    My name is Thom Blue and I am the Technical Writer for all Infrastructure
    products (e.g., Kernel, VA FileMan, MailMan, Toolkit).

Office phone:  (415) 555-5555
Fax:           (415) 555-5555
Voice pager:   (415) 555-5555
Digital pager: (415) 555-5555
Add'l phone:   (415) 555-5555
Add'l phone:   (415) 555-5555

Address:
    Department of Veterans Affairs
    301 Howard St.
    Suite 600
    San Francisco, CA 94105
```



Here we see our contact information displayed after doing a lookup.

**Figure 67: An Example Displaying the Contact Information**



## Creating/Editing Your Contact Information

The contact information consists of several fields, we will list the allowable entries for each field:

- **STREET ADDRESS 1, 2, and 3**—Answer *must* be from 2 to 50 characters in length. It can contain any combination of alphabetic characters, numbers, symbols, and punctuation marks.
- **CITY**—Answer *must* be from 2 to 30 characters in length. It can contain any combination of alphabetic characters, numbers, symbols, and punctuation marks.
- **STATE**—Answer with the state number, name, or abbreviation. You also have the option of displaying the list of acceptable state entries and choosing from that list.
- **ZIP CODE**—Answer must contain exactly five numbers (Zip Code) or five numbers, a hyphen, and four additional numbers (Zip Code+4). Other symbols, punctuation marks, or alphabetic characters are *not* allowed.
- **OFFICE PHONE**—Answer *must* be from 4 to 20 characters in length. It can only contain numbers, symbols, and punctuation marks. Alphabetic characters are *not* allowed.
- **FAX NUMBER**—Answer *must* be from 7 to 20 characters in length. It can only contain numbers, symbols, and punctuation marks. Alphabetic characters are *not* allowed.
- **VOICE PAGER**—Answer *must* be from 3 to 20 characters in length. It can only contain numbers, symbols, and punctuation marks. Alphabetic characters are *not* allowed.
- **DIGITAL PAGER**—Answer *must* be from 3 to 20 characters in length. It can only contain numbers, symbols, and punctuation marks. Alphabetic characters are *not* allowed.
- **ADD'L PHONE 1**—Answer *must* be from 4 to 20 characters in length. It can only contain numbers, symbols, and punctuation marks. Alphabetic characters are *not* allowed.
- **ADD'L PHONE 2**—Answer *must* be from 4 to 20 characters in length. It can only contain numbers, symbols, and punctuation marks. Alphabetic characters are *not* allowed.

The contact information fields start with the "STREET ADDRESS 1:" field through the "ADD'L PHONE 2:" field and can be set through the User Options Edit option on the Personal Preferences menu, as shown below:

```

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
.
.
.

Editing data in the NEW PERSON file:
PREFERRED EDITOR: SCREEN EDITOR - VA FILEMAN// <RET>
STREET ADDRESS 1: Department of Veterans Affairs
STREET ADDRESS 2: 301 Howard St.
STREET ADDRESS 3: Suite 600
CITY: San Francisco
STATE: ?
  Answer with STATE NUMBER, or NAME, or ABBREVIATION
  Do you want the entire 62-Entry STATE List? n <RET>  (No)
STATE: CALIFORNIA
ZIP CODE: 94105
OFFICE PHONE: (415) 555-5555
FAX NUMBER: (415) 555-5555
VOICE PAGER: (415) 555-5555
DIGITAL PAGER: (415) 555-5555
ADD'L PHONE 1: (415) 555-5555
ADD'L PHONE 2: (415) 555-5555
  
```

**Press the Enter/Return key (<RET>) until you reach these questions.**

**You can display a list from which to choose the acceptable State information.**

**Figure 68: Setting Your Contact Information Prompts**

As you can see from the previous figure (Figure 68), we entered the appropriate contact information for each of the 12 prompts comprising our contact information. When asked to enter the STATE information, we entered a question mark ("?.") where we could choose to display the list of acceptable state entries.

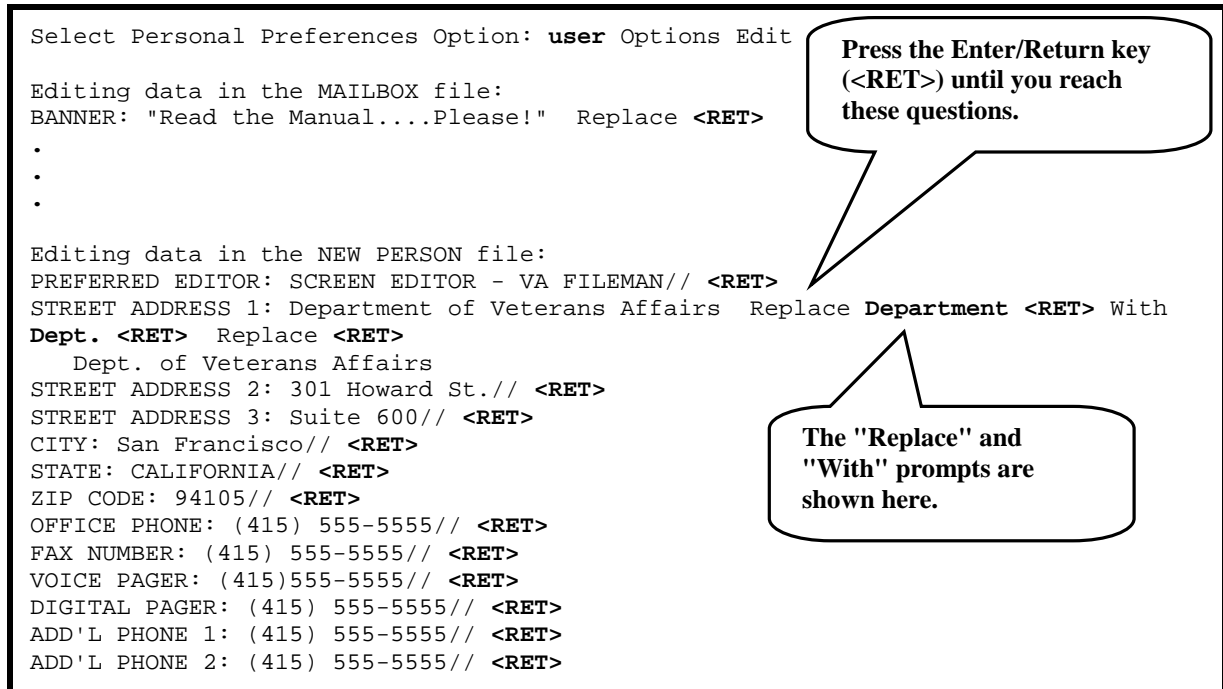
Our new contact information will be displayed to other MailMan users when they do a lookup on us.



*For an example of how our contact information will appear when doing a lookup on a user, please refer to Figure 67 in this chapter.*

## Modifying Your Contact Information

You can modify your contact information at any time. If you choose to edit your contact information, simply use the User Options Edit option and move to the first prompt of your contact information (i.e., "STREET ADDRESS 1:" prompt), as shown below:



**Figure 69: Modifying Your Contact Information**

In this example (Figure 69), we wanted to change the STREET ADDRESS 1 field from "Department of Veterans Affairs" to "Dept. of Veterans Affairs". Thus, we specifically wanted to replace "Department" with the abbreviation "Dept." To do this, we entered the "**Department**" characters in the correct case at the "Replace" prompt and we then entered the phrase "**Dept.**" at the "With" prompt.

At this point we were finished with our changes and pressed the Enter/Return key after the next "Replace" prompt without entering any text.

MailMan then displayed our modified STREET ADDRESS 1 field of our contact information to us before proceeding on to the next user edit prompt. Since we didn't want to change any other contact information entries, we kept pressing the Enter/Return key.



The "Replace" and "With" prompts are case sensitive. If you want to replace the entire entry, you can enter ellipsis points—three periods (...) at the "Replace" prompt and then type in the new entry at the "With" prompt. Also, these prompts are only presented to you when an entry is greater than or equal to 20 characters in length. If the entry is less than 20 characters, you will merely be shown the current default entry, if any, and you must type in your entire new entry after the prompt. These are VA FileMan conventions.

## Deleting Your Contact Information

The following figure demonstrates how you can delete your already existing contact information:

```

Select Personal Preferences Option: user Options Edit

Editing data in the MAILBOX file:
BANNER: "Read the Manual....Please!"  Replace <RET>
.
.
.

Editing data in the NEW PERSON file:
PREFERRED EDITOR: SCREEN EDITOR - VA FILEMAN// <RET>
STREET ADDRESS 1: Dept. of Veterans Affairs  Replace @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
STREET ADDRESS 2: 301 Howard St.// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
STREET ADDRESS 3: Suite 600// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
CITY: San Francisco// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
STATE: CALIFORNIA// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
ZIP CODE: 94105// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
OFFICE PHONE: (415) 555-5555// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
FAX NUMBER: (415) 555-5555// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
VOICE PAGER: (415)555-5555// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
DIGITAL PAGER: (415) 555-5555// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
ADD'L PHONE 1: (415) 555-5555// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
ADD'L PHONE 2: (415) 555-5555// @
  SURE YOU WANT TO DELETE? y <RET>  (Yes)
  
```

**Press the Enter/Return key (<RET>) until you reach these questions.**

**Enter the "@" after each contact information line prompt to delete your entire contact information.**

**Figure 70: Deleting Your Contact Information**

In this example (Figure 70), we deleted all 12 lines of our current contact information simply by entering the at-sign ("@" Shift-2 key on most keyboards) after each prompt.

MailMan asked us to confirm our delete request. We confirmed the delete by entering "**Yes**" at the "SURE YOU WANT TO DELETE?" prompt for all 12 lines.

When you go back in to see your contact information fields, you'll see that they have in fact been deleted (i.e., no contact information default responses are displayed after any of the contact information prompts).





## 4. Managing Your Mail—Overview

---

<b>Topics To Be Discussed:</b>	<b>Overview:</b> <ul style="list-style-type: none"><li>• <b>Reading/Managing <i>New</i> Messages and Responses</b></li><li>• <b>Reading/Managing <i>All</i> Messages and Responses</b><ul style="list-style-type: none"><li>➤ <b>Basket Action Commands</b></li><li>➤ <b>Individual Messages Action Commands</b></li></ul></li><li>• <b>Sending Mail</b><ul style="list-style-type: none"><li>➤ <b>Sending Mail Action Commands</b></li></ul></li></ul>
--------------------------------	---

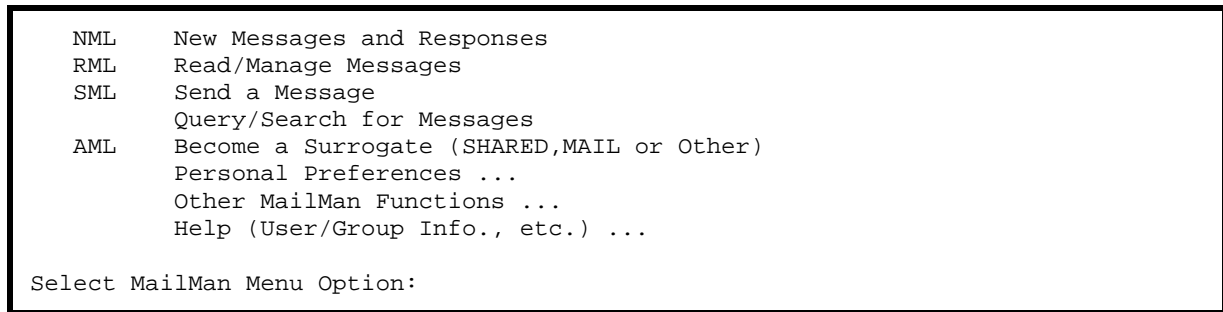
The MailMan interface provides several options to read, send, and manage your mail:

- **New Messages and Responses [synonym NML]**
- **Read/Manage Messages [synonym RML]**
- **Send a Message [synonym SML]**
- **Query/Search for Messages**
- **Become a Surrogate (SHARED,MAIL or Other) [synonym AML]**
- **Personal Preferences**
- **Other MailMan Functions**
- **Help (User/Group Info., etc.)**



*In addition to the existing functionality, MailMan V. 7.1 with Patch 50 introduced some new and improved features when reading, sending, and managing your mail.*

These options are located on the main MailMan Menu, as shown below:



**Figure 71: NML—New Messages and Responses and RML—Read/Manage Messages Options**

Both the current functionality of these options and the new features and functionality associated with managing your mail are described in greater detail in the "*MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual*:"

- **Chapter 1**—"Reading/Managing Messages—New Messages and Responses"
- **Chapter 2**—"Reading/Managing Messages—In a Basket"
- **Chapter 3**—"Reading/Managing Messages—Individual Messages"
- **Chapter 4**—"Sending Mail"
- **Chapter 5**—"Searching for Mail"
- **Chapter 6**—"Filtering Mail"
- **Chapter 7**—"Mail Groups"
- **Chapter 8**—"Surrogates"
- **Chapter 9**—"Having Your Mail Automatically Forwarded"
- **Chapter 10**—"Reports and Lists"
- **Chapter 11**—"Online Help/Information"

In this chapter we will give a *brief* overview of the following options:

- **New Messages and Responses [synonym NML]**
- **Read/Manage Messages [synonym RML]**
- **Send a Message [synonym SML]**



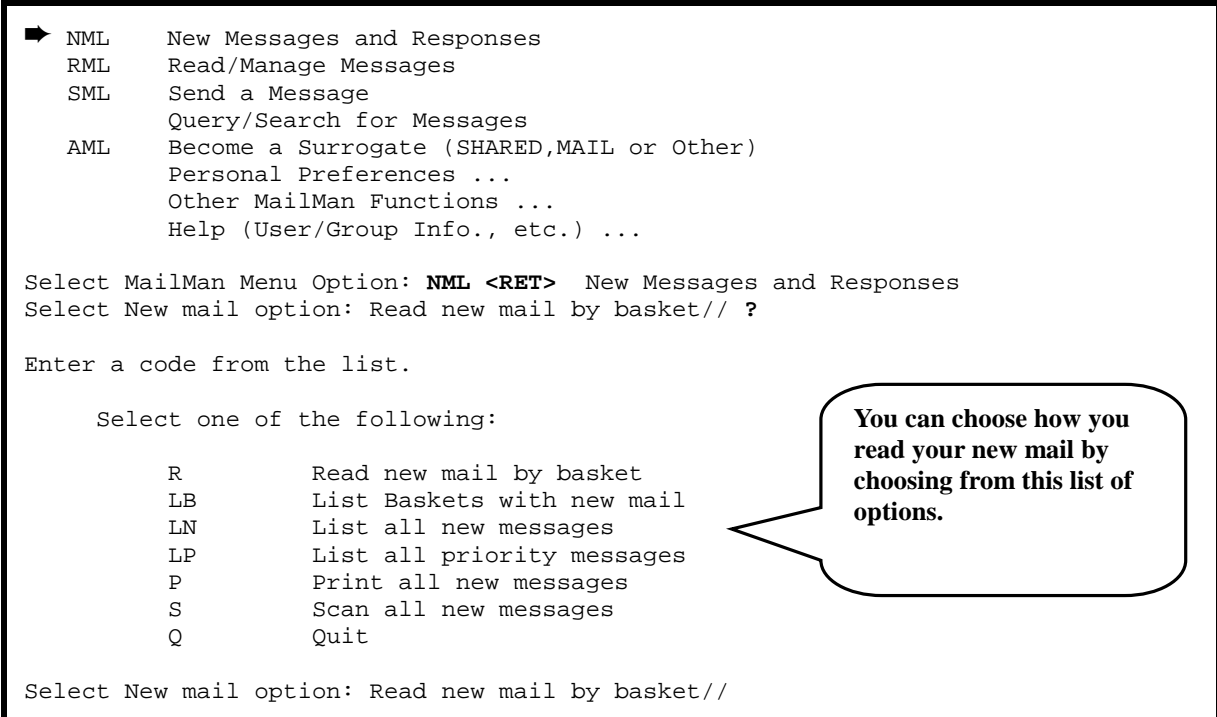
## Reading/Managing *New* Messages and Responses

Use the New Messages and Responses option [synonym NML] when you specifically wish to process *new* mail in your mailbox.

It provides you with the following choices of how you choose to read your new mail:

- **Read new mail by basket (default)**
- **List Baskets with new mail**
- **List all new messages**
- **List all priority messages**
- **Print all new messages**
- **Scan all new messages**
- **Quit**

The New Messages and Responses option is available on the main MailMan menu, as shown below:



```

➡ NML   New Messages and Responses
   RML   Read/Manage Messages
   SML   Send a Message
       Query/Search for Messages
   AML   Become a Surrogate (SHARED,MAIL or Other)
       Personal Preferences ...
       Other MailMan Functions ...
       Help (User/Group Info., etc.) ...

Select MailMan Menu Option: NML <RET> New Messages and Responses
Select New mail option: Read new mail by basket// ?

Enter a code from the list.

    Select one of the following:

        R       Read new mail by basket
        LB      List Baskets with new mail
        LN      List all new messages
        LP      List all priority messages
        P       Print all new messages
        S       Scan all new messages
        Q       Quit

Select New mail option: Read new mail by basket//

```

**Figure 72: NML—New Messages and Response Option**

When listing new messages, all new message information is displayed in detail, regardless of the message reader you choose. Also, the list of messages will be displayed in the order you set when using the User Options Edit option to set your preferences.



*For more information on setting your preferences, please refer to Chapters 1-3 in this manual.*

*For a more detailed explanation of the New Messages and Responses option [NML], please refer to Chapter 1 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

Besides the New Messages and Responses option, you can also use the Read/Manage Messages option [synonym RML] to read all of your messages in your mailbox, including the new messages.



*For a more detailed information on the Read/Manage Messages option [RML], please refer to Chapter 2 and 3 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

## Reading/Managing *All* Messages and Responses

Use the Read/Manage Messages option [synonym RML] to better manage your e-mail. It allows you to perform numerous actions on both new and existing messages stored on the system (e.g., in a particular mail basket, mailbox, etc.).



*The number of actions available to you depends on whether you are using the Detailed/Summary Full Screen message readers or the Classic message reader.*

As long as a message is still in the MESSAGE file (#3.9) and you were a recipient or sender of the message, it is available to you.

The Read/Manage Messages option is available on the main MailMan Menu, as shown below:

```

NML      New Messages and Responses
➡ RML      Read/Manage Messages
SML      Send a Message
          Query/Search for Messages
AML      Become a Surrogate (SHARED,MAIL or Other)
          Personal Preferences ...
          Other MailMan Functions ...
          Help (User/Group Info., etc.) ...

Select MailMan Menu Option: RML <RET>  Read/Manage Messages

```

**Figure 73: RML—Read/Manage Messages Option**

After selecting the Read/Manage Messages option, you can begin to manage your mail within each of your mail baskets:

```

Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// MailMan      (5 messages)

MailMan Basket, 5 messages (1-5)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
5. [1225160] 17 Aug 98 MailMan surprise                3 VON BLACK&WHITE,HA  1/1
4. [1190657] 07 Nov 97 I'm so excited...              59 FUCHSIA,GARY      733/733
3. [1182059] 29 Aug 97 RFC 822 Sender                  355 <gjb@xxxxx.com>  1/1
2. [1028185] 02 Apr 96 MAILMAN CUSTOM HEADERS          20 VON BLACK&WHITE,HA  2/2
1. [1019674] 15 Mar 96 imap.vs.pop (fwd)              717 <gjb@xxxxx.com>

Enter message number or command:

```

**Figure 74: Managing Your Mail in Your Mail Baskets**

In the previous example (Figure 74), after selecting the Read/Manage Messages option (**RML**), MailMan prompted us to choose a message reader. We chose the **Detailed Full Screen** message reader (default) as our message reader by pressing the Enter/Return key at the "Select message reader: Detailed Full Screen/" prompt.

MailMan then prompted us to choose the mail basket. We entered "**MailMan**" at the "Read mail in MAIL BASKET: IN/" prompt. Because we chose the Detailed Full Screen message reader, MailMan displayed a detailed list of all new and existing messages in our "MailMan" mail basket. However, in this basket, we didn't have any new messages (no asterisk to the left of the message numbers).

At this point, we can take any number of actions on any or all of the messages in this basket (e.g., read a message).

## BASKET ACTION COMMANDS

### Detailed/Summary Full Screen Message Reader Command Actions

The following example (Figure 75) illustrates how you would display the available actions for a particular mail basket list of messages when using either the Detailed or Summary Full Screen message readers:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News      (4 messages, 4 new)

Transportation News Basket, 4 messages (1-4), 4 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*4. [1223680] 06 Aug 98 Digest bat-list.v004.n187    563 bat-list-errors@lists.b
*3. [1223730] 04 Aug 98 Digest bat-list.v004.n181    584 bat-list-errors@lists.b
*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183    738 bat-list-errors@lists.b
*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182    954 bat-list-errors@lists.b
Enter message number or command: .1-4

Transportation News Basket, 4 messages (1-4), 4 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
>*4. [1223680] 06 Aug 98 Digest bat-list.v004.n187    563 bat-list-errors@lists.b
>*3. [1223730] 04 Aug 98 Digest bat-list.v004.n181    584 bat-list-errors@lists.b
>*2. [1223731] 06 Aug 98 Digest bat-list.v004.n183    738 bat-list-errors@lists.b
>*1. [1223733] 04 Aug 98 Digest bat-list.v004.n182    954 bat-list-errors@lists.b
Enter message number or command: ?

Enter a message number (1-4) to read a message in this basket.
Enter an internal message number to read a message still on the system,
which you ever sent or received.  Enter:
.(-)n or n-m,a,c-d  (de)select message n or a range of messages
.(-)*              (de)select all messages
C                  Change the name of this basket
CD                 Change Detail
D                  Delete messages
F                  Forward messages
FI                 Filter messages
H                  Headerless Print messages
L                  Later messages
NT                 New Toggle messages
O                  Opposite selection toggle
P                  Print messages
S                  Save messages to another basket
T                  Terminate messages
Z                  Zoom selection toggle
Press ENTER or ^ to exit this list.  Enter = to refresh this page.

Enter message number or command:
```

**Enter a question mark  
here to display the list of  
action commands with the  
Detailed or Summary Full  
Screen message readers.**

**Figure 75: Displaying the Command Action List—Using the Detailed or Summary Full Screen Message Reader**

In the previous figure (Figure 75), we chose the Detailed Full Screen message reader to manage messages in our "Transportation News" mail basket.

We first selected messages using the message selection functionality, so we could subsequently perform group actions on the selected messages. For this example, we chose to select all four messages by entering ".1-4" at the "Enter message number or command:" prompt.

After selecting the messages, we entered a single question mark ("?") at the "Enter message number or command:" prompt. MailMan displayed the list of available action codes.



*For more information on selecting messages for subsequent group action, please refer to the action codes described in the "Message Selection Actions" topic in Chapter 2 in the "MailMan V. 7.1. &Patch XM\*7.1\*50 User Manual."*



**The list of action codes available with the new Detailed or Summary Full Screen message readers will differ from those action codes available with MailMan's Classic message reader. Also, some action codes are only available when certain conditions exist (e.g., messages selected for subsequent group action).**



*For a complete list of action commands available with basket message lists, please refer to Table 3 that follows in this chapter.*

## MailMan's Classic Message Reader Command Actions

The following example (Figure 76) illustrates how you would display the available actions for a particular mail basket when using MailMan's Classic message reader:

```
Select MailMan Menu Option: rml <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// cla <RET> Classic
Read mail in MAIL BASKET: IN// TEST II (4 messages, 1 new)
Last message number: 4 Messages in basket: 4 (1 new)
Enter ??? for help.

Subj: TEST BROADCAST From: POSTMASTER
TEST II Basket Message: 4// ???

Press ENTER to read message 4. Enter a message number (1-4) to read
a message in this basket. Enter an internal message number to read any
message still on the system, which you ever sent or received. Enter:
? or ?? Display a summary or detailed list of messages in this basket
???? or ?HELP Display detailed help
?string Search for messages in this basket whose subject
contains the specified string
??string Search for messages you once sent or received
whose subject begins with the specified string
C Change the name of this basket N New message list
D Delete messages NT New Toggle messages
F Forward messages P Print messages
FI Filter messages Q Query (search for) messages
H Headerless Print messages R Resequence messages
I Ignore this message S Save messages to another basket
L Later messages T Terminate messages

Subj: TEST BROADCAST From: POSTMASTER
TEST II Basket Message: 4//
```

Enter three question marks here to display the list of action commands available with the Classic message reader.

**Figure 76: Displaying the Command Action List—Using the Classic Message Reader**

In this figure (Figure 76), we chose the MailMan's **Classic** message reader to manage messages in our "TEST II" mail basket. Upon entering three question marks ("???" ) at the "TEST II Basket Message: 4//" prompt, MailMan displayed the list of available action codes.



**The list of action codes available with MailMan's Classic message reader will differ from those action codes available with the new Detailed or Summary Full Screen message readers.**



*For a complete list of action commands available with basket message lists, please refer to Table 3 that follows in this chapter.*





## Action Codes—Baskets

The following table lists *all* of the possible actions that you can perform after listing messages in a particular mail basket when using either the Detailed or Summary Full Screen message reader. Some of these codes were introduced with MailMan V. 7.1 with Patch 50. Many, but not all, of these action codes are also available with MailMan's Classic message reader (exceptions are noted below):

Action Code	Action Description
<b>n</b>	Message Number (" <b>n</b> ")—Enter the message number " <b>n</b> " from the list or the MailMan internal message identification number in order to read a specific message located anywhere on the system. ( <i>Available with all message readers.</i> )
<b>.n</b>	Select Message " <b>n</b> " (for subsequent action)—The decimal point ( "." period) before the message number (" <b>n</b> ") tells MailMan to select the message from a list of messages to subsequently perform an action on the selected message. ( <i>Not available with the Classic message reader.</i> )
<b>.-n</b>	Deselect Message " <b>n</b> "—The decimal point ( "." period) and minus sign ( "-" hyphen) before the message number (" <b>n</b> ") tells MailMan to deselect a previously selected message. ( <i>Not available with the Classic message reader.</i> )
<b>.n-m,a,c-d</b>	Select a List of Messages (for subsequent group action)—The decimal point ( "." period) before the message numbers (" <b>n-m,a,c-d</b> ") tells MailMan to select any combination of messages from a list of messages to subsequently perform group actions on all selected messages. ( <i>Not available with the Classic message reader.</i> )
<b>.-n-m,a,c-d</b>	Deselect a List of Messages—The decimal point ( "." period) and minus sign ( "-" hyphen) before the message numbers (" <b>n-m,a,c-d</b> ") tells MailMan to deselect any combination of previously selected messages. ( <i>Not available with the Classic message reader.</i> )
<b>.*</b>	Select All Messages (for subsequent group action)—The decimal point ( "." period) before the asterisk ( "*" ) tells MailMan to select <i>all</i> messages from a list of messages to subsequently perform group actions on all selected messages. ( <i>Not available with the Classic message reader.</i> )
<b>.-*</b>	Deselect All Messages—The decimal point ( "." period) and minus sign ( "-" hyphen) before the asterisk ( "*" ) tells MailMan to deselect <i>all</i> previously selected messages. ( <i>Not available with the Classic message reader.</i> )

**Table 3: Action Codes—Basket Message Lists**

Table 3 (continued):

Action Code	Action Description
<b>C</b>	Change the Name of This Basket—Change the name of any mail basket in your mailbox except the "IN" and "WASTE" baskets. <i>(Available with all message readers.)</i>
<b>CD</b>	Change Detail—Change your view to detailed information, when summary information is displayed or change to summary information when detailed information is displayed. <i>(Not available with the Classic message reader.)</i>
<b>D</b>	Delete Messages—Move messages to the "WASTE" basket. The messages are <i>not</i> permanently deleted from your mailbox or the system until all recipients delete or terminate the message. <i>(Available with all message readers.)</i>
<b>F</b>	Forward Messages—Send messages to another individual or group of individuals. <i>(Available with all message readers.)</i>
<b>FI</b>	Filter Messages—Filter messages in a basket based on mail filters you've previously established for your mailbox. <i>(Available with all message readers.)</i>
<b>H</b>	Headerless Print Messages—Print messages without the print and header information to any device that you choose. MailMan only prints the body of the message. <i>(Available with all message readers.)</i>
<b>L</b>	Later Messages—Make messages "new" for a specified later date and time; it can act as a reminder. <i>(Available with all message readers.)</i>
<b>N</b>	New Message List—List all new messages in a mail basket. <i>(Available with all message readers.)</i>
<b>O</b>	Opposite Selection Toggle (for subsequent group action)—Use this toggle to deselect previously selected messages and select previously unselected messages from a list of messages. This action code is only available when messages have been selected for subsequent group action. <i>(Not available with the Classic message reader.)</i>
<b>NT</b>	New Toggle—Use this toggle to make messages "new" or "not new." <i>(Added with Patch XM*7.1*110; Available with all message readers.)</i>
<b>P</b>	Print Messages—Print messages to any device you choose. <i>(Available with all message readers.)</i>
<b>Q</b>	Query (Search for) Messages in This Basket—Search for messages based on criteria you enter. <i>(Available with all message readers.)</i>

Table 3: Action Codes—Basket Message Lists (continued)

Table 3 (continued):

Action Code	Action Description
<b>R</b>	Resequence Messages—Resequence the order of messages in a mail basket. All messages will be resequenced in the order of their MailMan internal message identification numbers. <i>(Available with all message readers.)</i>
<b>S</b>	Save Messages to Another Basket—Save messages to another existing mail basket or create a new mail basket. <i>(Available with all message readers.)</i>
<b>T</b>	Terminate Messages—Move messages to the "WASTE" basket and permanently delete the messages from your mailbox. You will <i>not</i> receive further replies to those messages. Messages are not permanently deleted from the system until all recipients of the messages have deleted or terminated them. <i>(Available with all message readers.)</i>
<b>Z</b>	Zoom Selection Toggle (for subsequent group action)—Use this toggle to zoom in and only display <i>selected</i> messages or zoom out and display <i>all</i> messages. This action code is only available when messages have been selected for subsequent group action. <i>(Not available with the Classic message reader.)</i>
<b>=</b>	Refresh Page—The equal sign ("=") tells MailMan to redisplay the basket message list page you were viewing ("refresh" the page/screen). <i>(Not available with the Classic message reader.)</i>
<b>+</b>	Next Page—The plus sign ("+") tells MailMan to go to the next page. This action code is only available when you have more than one "page" of messages when using the Detailed or Summary Full Screen message readers. <i>(Use the Enter/Return key with the Classic message reader.)</i>
<b>+n</b>	Page Forward "n" Pages—The plus sign ("+") before a number ("n") tells MailMan to go forward "n" pages. This action code is only available when you have more than one "page" of messages when using the Detailed or Summary Full Screen message readers. <i>(Use the Enter/Return key with the Classic message reader.)</i>
<b>-</b>	Previous Page—The minus sign ("-") hyphen) tells MailMan to go to the previous page. This action code is only available when you have more than one "page" of messages. <i>(Not available with the Classic message reader.)</i>
<b>-n</b>	Page Back n Pages—The minus sign ("-") hyphen) before a number ("n") tells MailMan to go back "n" pages. This action code is only available when you have more than one "page" of messages. <i>(Not available with the Classic message reader.)</i>

Table 3: Action Codes—Basket Message Lists (continued)

Table 3 (continued):

Action Code	Action Description
<b>0</b>	First Page—A zero tells MailMan to go to the first page. This action code is only available when you have more than one "page" of messages. ( <i>Not available with the Classic message reader.</i> )
<b>?string</b>	Search for messages in the basket whose subject contains the string entered. ( <i>Available with all message readers.</i> )
<b>??string</b>	Search for messages anywhere on the system, which you ever sent or received, whose subject begins with the string entered. ( <i>Available with all message readers.</i> )
<b>^</b>	Exit the List (up-arrow, "^" Shift-6 key on most keyboards)—Exit from the list of messages. ( <i>Available with all message readers.</i> )

Table 3: Action Codes—Basket Message Lists (continued)



**Please remember that not all action codes are available with every message list or with every message reader. Some action codes are only available when certain conditions exist.**



*For a detailed explanation of each action code, please refer to Chapter 2 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

## INDIVIDUAL MESSAGES ACTION COMMANDS

### Displaying Action Codes

The following example (Figure 77) illustrates how you would display the available actions for a particular message you are reading when using any three of the message readers. For this example, we were using the Detailed Full Screen message reader:

```

Subj: Local: biweekly info exchange message # 122  [#1220526]
14 Jul 98 09:38  2 lines
From: POSTMASTER  12 of 12 responses read.  In 'IN' basket.
-----
Enter message action (in IN basket): IGNORE// ?
Enter a code from the list.

A      Answer          Q      Query
B      Backup          Q xxx  Query recipient(s) xxx
C      Copy            QD     Query Detailed
D      Delete          QN     Query Network
F      Forward         R      Reply
H      Headerless Print RI     Reply and Include responses
I      Ignore          S      Save
L      Later           T      Terminate
N      New             V      Vaporize date edit
P      Print           W      Write

Enter message action (in IN basket): IGNORE//

```

**Enter a question mark here to display the list of action commands available after reading a message.**

**Figure 77: Displaying the Message Command Action List—Using Any Message Reader**

In this example (Figure 77), we are currently reading message #1220526. In order to get the command list of actions, we simply enter a single question mark ("?.") at the "Enter message action (in IN basket): IGNORE//." prompt.

MailMan then displays the available actions we can take with this particular message. However, *not* all of the action codes provided by MailMan are available (listed) with this particular message.



**Please remember that some action codes are only available when certain conditions exist (e.g., Priority messages, PackMan messages).**



*For a complete list of message action commands, please refer to Table 4 that follows in this chapter.*



**Action Codes—Individual Messages**

The following table lists all of the possible message action codes that you can perform after reading a particular message. All of these action codes are available when using any of the three message readers (i.e., the Detailed Full Screen, Summary Full Screen, or Classic message readers):

Action Code	Action Description
<b>A</b>	Answer—The "Answer" command issues a <i>new</i> message to send to the sender of the original message.
<b>B</b>	Backup—Back up to the original text of the message or to a particular response.
<b>BR</b>	Print to the Browser.
<b>C</b>	Copy—Create a copy of a message.
<b>D</b>	Delete—Delete a message by moving it to your "WASTE" basket.
<b>E</b>	Edit—Edit a message you sent.
<b>F</b>	Forward—Forward a message to different recipients.
<b>H</b>	Headerless Print—Print a message without print or header information (i.e., no Subject and From lines).
<b>HG</b>	Help: Group Information
<b>HU</b>	Help: User Information
<b>I</b>	Ignore—Ignore the message and leave it in the current mail basket.
<b>IM</b>	Include responses from another message.
<b>IN</b>	Information Only Toggle—Toggle whether or not a message, sent by you, is Information Only. Recipients <i>can't</i> respond to Information Only messages.
<b>K</b>	Priority Replies Toggle—Toggle whether or not all future replies to this priority message are received as priority or ordinary, depending on the current setting.
<b>L</b>	Later—Have the message made "new" in your mailbox at a specified later date and time.
<b>N</b>	New/Un New Toggle—Toggle a message to be new or <i>not</i> new, depending on the current setting.

**Table 4: Action Codes—Messages**

Table 4 (continued):

Action Code	Action Description
<b>P</b>	Print—Print a message to a specified device.
<b>Q</b>	Query—Obtain general recipient information on a message.
<b>Q xxx</b>	Query Recipient(s) xxx—Obtain information on a specified recipient of a message, where "xxx" represents the name of the recipient.
<b>QD</b>	Query Detailed—Obtain detailed recipient information on a message.
<b>QN</b>	Query Network—Obtain network and detailed recipient information on a message.
<b>R</b>	Reply—Compose and send a reply to a message.
<b>RI</b>	Reply and Include responses—Compose and send a reply to a message with previous responses included in your reply.
<b>S</b>	Save—Save a message to an existing mail basket or to a new basket that you create on the fly.
<b>T</b>	Terminate—Terminate a message by putting it in your "WASTE" basket and stop receiving any future replies to that message.
<b>V</b>	Vaporize Date Edit—Set a specified date and time to vaporize (delete) a message from your mail basket.
<b>W</b>	Write—Send a <i>new</i> message while reading another message.
<b>X</b>	Extract KIDS or PackMan Messages—Provides a list of specific actions you can perform on these types of messages (for IRM personnel or developers).
<b>^</b>	Exit the Message (up-arrow, "^" Shift-6 key on most keyboards)—Acts like the Ignore action code.

Table 4: Action Codes—Messages (continued)



**Please remember that not all action codes are available with every message. Some action codes are only available when certain conditions exist.**



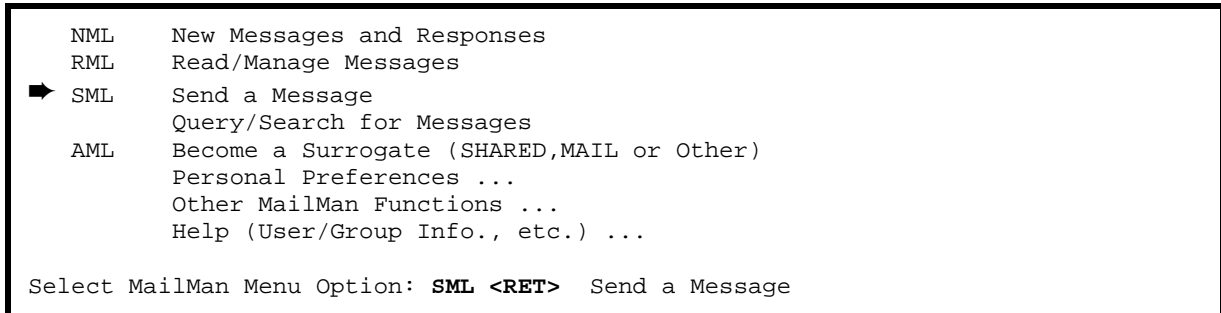
*For a detailed explanation of each action code, please refer to Chapter 3 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*



## Sending Mail

Sending messages gives you the opportunity to obtain or disseminate information. In addition to replying to an existing message, the MailMan interface provides the Send a Message option [synonym SML] for you to send new mail.

Use the Send a Message option when you wish to send new messages to any number of recipients. It is available on the MailMan Menu, as shown below:



**Figure 78: SML—Send a Message Option**

Once you select the Send a Message option, MailMan allows you to send new mail in four easy steps:

1. Enter the subject of your message.
2. Compose your message (i.e., enter the text of your message).
3. Address your message (e.g., send it to individual recipients or a mail group).
4. Send your message. You can further customize your message before sending it using action commands (e.g., make it: priority, closed, confidential, information only, etc.).



*For a complete list of message action commands when sending a message, please refer to Table 5 that follows in this chapter.*

*The functionality and new features associated with sending mail are described in greater detail in Chapter 4 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*



## Action Codes—Sending Messages

The following table lists *all* of the possible actions that you can perform when sending a message. Some of these codes were introduced with MailMan V. 7.1 with Patch 50. Also, some actions are not "new" but they may be associated with a new action code or a previous action code is now used for a different action:

Action Code	Action Description
<b>B</b>	Backup—Back up to review the message you were just editing before you send it.
<b>C</b>	Confidential Toggle—Toggle whether or not a message can only be read by the designated recipient and <i>not</i> their surrogate(s), depending on the current setting. <i>(This action code was changed with Patch 50.)</i>
<b>D</b>	Delivery Basket Set—Specify the delivery basket to send the message for all recipients. However, each recipient controls how they actually will receive the mail. <i>(This action code was created with Patch 50.)</i>
<b>ER</b>	Edit Recipients—Edit just the recipients of your message. <i>(This action code was created with Patch 50.)</i>
<b>ES</b>	Edit Subject—Edit just the text in the subject of your message. <i>(This action code was created with Patch 50.)</i>
<b>ET</b>	Edit Text—Edit just the text in the body of your message. <i>(This action code was created with Patch 50.)</i>
<b>I</b>	Information Only Toggle—Toggle whether or not a message prevents recipients from replying, depending on the current setting. <i>(This action code was created with Patch 50.)</i>
<b>L</b>	Transmit later—Send your message to all addressees at a specified date and time. <i>(This action code was created with Patch 50.)</i>
<b>NS</b>	Network Signature—Append a Network Signature to the text of your message. <i>(This action code was created with Patch XM*7.1*110.)</i>
<b>P</b>	Priority Delivery Toggle—Toggle whether or not a message is sent as priority mail, depending on the current setting.
<b>R</b>	Confirm Receipt Toggle—Toggle whether or not a message will send you a notification message when a recipient has opened your message, depending on the current setting. <i>(This action code was created with Patch 50.)</i>

**Table 5: Action Codes—Sending Messages**

Table 5 (continued):

Action Code	Action Description
<b>S</b>	Scramble Text With Password—Scrambles your message text when passing sensitive or private information. Recipient(s) <i>must</i> be given a "Scramble Hint" to decipher the password to unscramble and read the message.
<b>T</b>	Transmit Now—Immediately send your message to all addressees.
<b>V</b>	Vaporize date set—Automatically set your message for deletion from all recipients' mailboxes at a specified date and time. However, recipients can edit this date for themselves. ( <i>This action code was created with Patch 50.</i> )
<b>X</b>	Closed Message Toggle—Toggle whether or not a message prevents recipients from forwarding your message, depending on the current setting. ( <i>This action code was created with Patch 50.</i> )
<b>^</b>	Up-arrow ("^" Shift-6 key on most keyboards)—Cancel your message before sending it. (Available at any prompt during the send process.)

**Table 5: Action Codes—Sending Messages (continued)**

*For a detailed explanation of each action code, please refer to Chapter 4 in the "MailMan V. 7.1 & Patch XM\*7.1\*50 User Manual."*

# Glossary

ABBREVIATED RESPONSE	This feature allows you to enter data by typing only the first few characters for the desired response. This feature will not work unless the information is already stored in the computer.
ACCESS CODE	A code that, along with the Verify Code, allows the computer to identify you as a user authorized to gain access to the computer. Your code must be greater than 6 and less than 20 characters in length. It can be numeric, alphabetic, or a combination of both, and is usually assigned by a site manager or application coordinator. It is used by the Kernel's Signon/Security system to identify the user (see Verify Code).
APPLICATION PACKAGE	In <b>VISTA</b> , software and documentation that support the automation of a service, such as Laboratory or Pharmacy within VA medical centers (see Package).
APPLICATION PROGRAMMER INTERFACE (API)	Programmer calls provided by MailMan for use by application programmers. APIs allow programmers to carry out standard computing activities without needing to duplicate MailMan utilities in their own packages. APIs also further DBA goals of system integration by channeling activities, such as adding new users, through a limited number of callable entry points.
ASCII	<b>American Standard Code for Information Interchange</b> . A standardized coding scheme that assigns numeric values to letters, numbers, punctuation marks, and other characters to enable computer systems to exchange information.
BANNER	A line of text with a user's name and domain, which is displayed to everyone who sends mail to the user.
BULLETIN	Electronic mail messages that are automatically delivered by MailMan under certain conditions. For example, a bulletin can be set up to fire when database changes occur, such as adding a record to the file of users. Bulletins are fired by bulletin-type cross-references.
CIOFO	<b>Chief Information Office Field Office</b> .
DBIA	<b>Database Integration Agreement</b> , a formal understanding between two or more <b>VISTA</b> packages which describes how data is shared or how packages interact. The DBA maintains a list of DBIAs between package developers allowing the use of internal entry points or other package-specific features that are not available to the general programming public.

DEFAULT	A response the computer considers the most probable answer to the prompt being given. It is identified by double slash marks (//) immediately following it. This allows you the option of accepting the default or entering your own answer. To accept the default, you press the Enter/Return key. To change the default answer, type in your response and then press the Enter/Return key.
DELETE	The key on the keyboard (may also be called <b>rubout</b> or <b>backspace</b> on some terminals) which allows you to delete individual characters working backwards by placing the <b>cursor</b> immediately after the last character of the string of characters you wish to delete. The at-sign ("@" Shift-2 key on most keyboards) may also be used to delete a file entry or data attribute value. The computer will ask "Are you sure you want to delete this entry?" to insure you do not delete an entry by mistake.
DEVICE	A peripheral connected to the host computer, such as a printer, terminal, disk drive, modem, and other types of hardware and equipment associated with a computer. The Host files of underlying operating systems can be treated like devices in that they can be written to (e.g., for spooling).
DHCP	The <b>D</b> ecentralized <b>H</b> ospital <b>C</b> omputer <b>P</b> rogram (DHCP) of the Department of Veterans Affairs (VA). DHCP software, developed by the VA and now known as <b>VISTA</b> , is used to support clinical and administrative functions at VA sites nationwide. It is written in MUMPS (M) and, via the Kernel, runs on all major M implementations, regardless of vendor. <b>VISTA</b> is composed of packages that conform to namespacing and other <b>VISTA</b> standards and conventions.
DOMAIN	A site for sending and receiving mail.
DOUBLE QUOTE (")	A symbol used in front of a Common option's menu text or synonym to select it from the Common menu. For example, the four-character string "TBOX" selects the User's Toolbox Common option.
ELECTRONIC SIGNATURE CODE	A secret password that some users may need to establish in order to sign documents via the computer.
ENTER	Pressing the Return or Enter key tells the computer to execute your instruction or command or to store the information you just entered. It may also be labeled "Return." It is used in <b>VISTA</b> to terminate "reads" and is symbolized by < <b>RET</b> > in the documentation.
FORUM	The central e-mail system within <b>VISTA</b> . VA personnel use it to communicate at a national level regarding programming and other issues. FORUM is located at the Washington, DC CIOFO.

FREE TEXT	The use of any combination of numbers, letters, and symbols when entering data.
HELP FRAMES	Entries in the HELP FRAME file (#9.2) that can be distributed with application packages to provide online documentation. Frames can be linked with other related frames to form a nested structure.
HELP PROMPT	The brief help that is available at the field level when entering one or more question marks.
IDCU	The <b>I</b> ntegrated <b>D</b> ata <b>C</b> ommunications <b>U</b> tility that is a wide area network (WAN) used by VA for transmitting data between VA sites.
IRM	<b>I</b> nformation <b>R</b> esource <b>M</b> anagement. A service at VA medical centers responsible for computer management and system security.
KEY	The purpose of Security Keys is to set a layer of protection on the range of computing capabilities available with a particular software package. The availability of options is based on the level of system access granted to each user.
KEYWORD	A reference name that calls a Help Frame when entered at a message prompt.
KEY	A security code that is assigned to individual users. It allows access to options.
LINE EDITOR	This is VA FileMan's special line-oriented text editor. Users enter information one line at a time. This editor is used for the word-processing data type.
LOCAL	The system to which a user is currently signed on.
LOG IN/ON	The process of gaining access to a computer system.
LOG OUT/OFF	The process of exiting from a computer system.
MAIL BASKET	Mail baskets provide a way of saving messages in a sorted fashion similar to a filing system. Mail baskets are created at the "message action" prompt by typing an "S" to save and then the name you wish to call the basket. If the basket already exists, the message will be put in it. If the basket does not exist, you will be asked if you want it created. Placing a message in a mail basket other than the "IN" or "WASTE" baskets protects the message from being automatically purged when the IN BASKET PURGE is run.

MAIL MESSAGE	An entry in the MESSAGE file (#3.9). The <b>VISTA</b> electronic mail system (MailMan) supports local and remote networking of messages.								
MAILMAN	The <b>VISTA</b> package software that provides a mechanism for handling electronic communication, whether it is user-oriented mail messages, automatic firing of bulletins, or initiation of server-handled data transmissions.								
MENU	A menu is a list of choices or options you are authorized access to and may select from for computing activity. It is a type of option designed to identify a series of items (other options) for presentation to the user for selection. When displayed, menu-type options are preceded by the word "Select" and followed by the word "option" as in Select Menu Management option: (the menu's select prompt).								
MENU TREE	A series of menus you sequence through in order to get to the specific option you desire.								
MESSAGE-ID	A message identifier which shows the message number, and the domain name of the message.								
MIME	<b>Multipurpose Internet Mail Extension</b> . A standard that allows you to create structured message bodies.								
MODEM	A device for connecting a terminal to a telephone line, allowing it to communicate with another modem. Modems include the following types: <table> <tr> <td><i>Direct Connect</i></td><td>The modem is directly hooked into the phone line.</td></tr> <tr> <td><i>Acoustic</i></td><td>The modem is connected to the telephone through the handset.</td></tr> <tr> <td><i>Auto Answer</i></td><td>When it detects a ring signal, the modem will "answer the phone."</td></tr> <tr> <td><i>Auto Dial</i></td><td>The modem, upon command from the terminal or the computer, will dial another modem.</td></tr> </table>	<i>Direct Connect</i>	The modem is directly hooked into the phone line.	<i>Acoustic</i>	The modem is connected to the telephone through the handset.	<i>Auto Answer</i>	When it detects a ring signal, the modem will "answer the phone."	<i>Auto Dial</i>	The modem, upon command from the terminal or the computer, will dial another modem.
<i>Direct Connect</i>	The modem is directly hooked into the phone line.								
<i>Acoustic</i>	The modem is connected to the telephone through the handset.								
<i>Auto Answer</i>	When it detects a ring signal, the modem will "answer the phone."								
<i>Auto Dial</i>	The modem, upon command from the terminal or the computer, will dial another modem.								
MUMPS (M)	A programming language recognized by the American National Standards Institute (ANSI). The acronym MUMPS stands for <b>M</b> assachusetts General Hospital <b>U</b> tility <b>M</b> ulti- <b>p</b> rogramming <b>S</b> ystem.								
ONLINE	A device is online when it is connected to the computer.								



PASSWORD	A user's secret sequence of keyboard characters, which <i>must</i> be entered at the beginning of each computer session to verify the user's identity in order to gain access to software.
PERIPHERAL DEVICE	Any hardware device other than the computer itself (central processing unit plus internal memory). Typical examples include card readers, printers, CRT units, and disk drives.
PHYSICAL LINK DEVICE	Hardware used to establish outgoing communication.
"PLAYING A SCRIPT"	A method of opening a transmission link for a message. It is used to force message transmission and testing.
POINTER	Points to another file where the computer stores information needed for the field of the file in which you are currently working. If you change any of the information in the field in which you are working, the new information is automatically entered into the "pointed to" file.
POLLER	An option that opens the transmission line to all domains with "P" in the Flags field.
POSTMASTER	The basket where message queues are stored. Also, the person who manages this basket for a particular site.
PROMPT	The computer interacts with the user by issuing questions, called <b>prompts</b> , to which the user enters a response.
PROTOCOL	Code containing logic for opening and closing links, and for sending/receiving transmissions.
PURGE	A procedure used to delete messages or message pointers.
QUEUE	A list that stores messages destined for a given domain.
QUEUEING	Requesting that a job be processed in the background rather than in the foreground within the current session. Jobs are processed sequentially (first-in, first-out). The Kernel's TaskMan handles the queuing of tasks.
READ ACCESS	A user's authorization to read information stored in a computer file.
REMOTE	Any system which a user is not signed on to.
RETURN	On the computer keyboard, the key located where the carriage return is on an electric typewriter. It may also be labeled "Enter." It is used in <i>VISTA</i> to terminate "reads" and is symbolized by <b>&lt;RET&gt;</b> in the documentation.

REVERSE VIDEO	The MailMan online Help system sometimes highlights key words within a block of text (paragraph) using "reverse video." Reverse video is the reversal of light and dark in the display of selected characters on a video screen. For example, if text is normally displayed as black letters on a white background, reverse video presents the text as white letters on a black background or vice versa. These highlighted key words can be entered at the Help System Action prompt in order to get more information on a subject specific to that key word.
ROUTINE	A program or a sequence of instructions called by a program that may have some general or frequent use. M routines are groups of program lines that are saved, loaded, and called as a single unit via a specific name.
SCREEN EDITOR	This is VA FileMan's special screen-oriented text editor. Users enter a block of information rather than a single line at a time. This editor is used for the word-processing data type.
SCRIPT	A set of MailMan commands and transmission scripts to a remote domain in the DOMAIN file (#4.2).
SERVER	An automatic mail reader for internal messages.
SIGN-ON/SECURITY	The Kernel module that regulates access to the menu system. It performs a number of checks to determine whether access can be permitted at a particular time. A log of signons is maintained.
SYSTEM MANAGER/IRM CHIEF	At each site, the individual who is responsible for managing computer systems, installing and maintaining new modules, and serving as liaison to the CIOFOs.
SMTP	<b>S</b> imple <b>M</b> ail <b>T</b> ransport <b>P</b> rotocol. The primary transport protocol for MailMan
SPACEBAR RETURN FEATURE	You can answer a VA FileMan prompt by pressing the spacebar and then the Enter/Return key. This indicates to VA FileMan that you would like to repeat the last response you gave at that prompt.
SURROGATE	A person who is authorized to read and/or send mail in another user's name.
TASKMAN	The Kernel module that schedules and processes background tasks (also called Task Manager).
TRANSMISSION SCRIPT	List of commands for directing a message stored in the TRANSMISSION SCRIPT field.

TRIGGER	A trigger is an instruction that initiates a procedure. In VA FileMan, a trigger can be set up when entry of data in one field automatically updates a second field value.
TYPE-AHEAD	A buffer used to store characters that are entered before the corresponding prompt appears. Type-ahead is a shortcut for experienced users who can anticipate an expected sequence of prompts.
UP-ARROW	A character on the keyboard that looks like this: ^. Generally, the "^" character is the Shift-6 key on most keyboards. The "^" character is used mainly for exiting or opting out of answering VA FileMan prompts, jumping to other fields in VA FileMan, and/or exiting an option.
USER ACCESS	Access to a computer system. The user's access level determines the degree of computer use and the types of computer programs available. The systems manager assigns the user an access level.
USER INTERFACE	The way the package is presented to the user, such as: prompts, help messages, menu choices, etc. A standard user interface can be achieved by using VA FileMan for data manipulation, the menu system to provide option choices, and VA FileMan's Reader, the ^DIR utility, to present interactive dialogue.
VA FILEMAN (ALSO CALLED VA FILEMANAGER)	A set of programs used to enter, maintain, access, and manipulate a database management system consisting of files. A package of on-line computer routines written in the M language which can be used as a stand-alone database system or as a set of application utilities. In either form, such routines can be used to define, enter, edit, and retrieve information from a set of computer-stored files.
VERIFY CODE	A user's secret sequence of keyboard characters, which <i>must</i> be entered at the beginning of each computer session with a valid Access Code to verify the user's identity in order to gain access to <b>VISTA</b> software. Kernel's Sign-on/Security system uses the Verify Code to validate the user's identity. This is an additional security precaution used in conjunction with the Access Code. Like the Access Code, it is also 6 to 20 characters in length. If entered incorrectly, it does not allow the user to access the computer. To protect the user, both codes are invisible on the terminal screen.



# Index

## A

- Action Codes
  - Basket Message Lists, 1-15
  - Baskets, 4-11
  - Commands for Basket Message Lists, 1-15
  - Displaying All Codes for Messages, 4-15
  - Messages, 4-15, 4-17
  - Sending Messages, 4-21
- Action Codes for Classic Message Reader, 4-9
- Action Codes for Detailed/Summary Full Screen Message Readers, 4-7
- ADD'L PHONE 1 Field, 3-45
  - Creating or Editing, 3-47
- ADD'L PHONE 2 Field, 3-45
  - Creating or Editing, 3-47
- AML, Become a Surrogate (SHARED,MAIL or Other) Option, 4-1
- ASK BASKET Field, 2-9
- ASK EACH TIME MESSAGE IS READ (Default Response For PRIORITY RESPONSES PROMPT Field), 3-17
- Assumptions About the Reader, 3

## B

- Banner Edit Option, 3-1, 3-5, 3-7
- BANNER Field, 3-3
  - Creating or Editing, 3-5
  - Deleting, 3-9
  - Where is It Displayed?, 3-3
- Basket Message Lists
  - Action Codes, 1-15
- Basket Number, 2-4
- Baskets
  - Action Codes, 4-11
  - Delivery Privileges, 2-5
  - Message List Action Codes, 1-15
  - Message Location, 1-3, 1-11, 1-19
  - Naming, 2-3
  - Organizing, 2-1
  - Set Your Mail Basket Prompt, 2-9
- Become a Surrogate (SHARED,MAIL or Other) [AML] Option, 4-1

## C

- Choose Your Message Display Order, How to, 2-13
- Choosing
  - Default Message Reader, 1-1
  - Preferred Editor, 3-42
- CITY Field, 3-45
  - Creating or Editing, 3-47
- Classic Detailed Information, 1-3, 1-9
- Classic MailMan Message Reader, 1-3
- Classic Summary Information, 1-3, 1-8
- Command Action Codes
  - Basket Message List Action Codes, 1-15
  - Baskets, 4-11
  - Message, 4-15
  - Messages, 4-17
  - Sending Messages, 4-21
- Command Actions for Classic Message Reader, 4-9
- Command Actions for Detailed/Summary Full Screen Message Readers, 4-7
- Configure
  - Banner Edit Option, 3-1, 3-5, 3-7
  - Delivery Basket Edit Option, 2-5
  - User Options Edit Option, 1-4, 1-21, 2-9, 2-14, 3-1, 3-3, 3-11, 3-13, 3-15, 3-17, 3-23, 3-25, 3-29, 3-35, 3-41, 3-45
- Contact Information, 3-45
  - Creating or Editing, 3-47
  - Deleting, 3-50
  - Modifying, 3-49
  - Where is It Displayed?, 3-46
- Creating
  - Banners, 3-1, 3-5, 3-7
  - Contact Information, 3-47
  - Introduction, 3-37
  - MailMan Institution, 3-26
  - Network Signature, 3-31
- Customizing Your MailMan Message Center, 1

## D

- Default Message Reader, How to Set, 1-21
- Delete, MESSAGE ACTION DEFAULT Field Value, 3-11
- Deleting

- Banners, 3-9
- Contact Information, 3-50
- Introduction, 3-39
- MailMan Institution, 3-28
- Network Signature, 3-33
- Preferred Editor, 3-43
- Delivery Basket Edit Option, 2-5
- Delivery Basket Privileges, How to Set, 2-5
- Designating
  - Other Preference Entries, 3-1
- Detailed Full Screen Message Reader, 1-11
- Detailed Information
  - Classic, 1-3, 1-9
  - Detailed Full Screen, 1-11
- DIGITAL PAGER Field, 3-45
  - Creating or Editing, 3-47
- Displaying Command Action Codes
  - Message, 4-15
- DO NOT ASK EACH TIME MESSAGE IS READ (Response For PRIORITY RESPONSES PROMPT Field), 3-17
- Documentation Symbols, 1

## E

- Editing
  - Banners, 3-1, 3-5, 3-7
  - Contact Information, 3-47
  - Delivery Basket, 2-5
  - Introduction, 3-37
  - Mail Filters, 2-3
  - MailMan Institution, 3-26
  - Network Signature, 3-31
- Editor, Preferred, 3-41
- EXISTING BASKETS ONLY (Response For Delivery Basket Privileges), 2-5

## F

- FAX NUMBER Field, 3-45
  - Creating or Editing, 3-47
- Flags, 1-3, 1-11, 1-19
- From, 1-4, 1-11, 1-19

## G

- Glossary, 1

## H

- Header, 3-13, 3-27
- Help

- At Prompts, 2
- Online, 2
- Help (User/Group Info., etc.)
  - User Information Option, 3-4, 3-36, 3-37, 3-46
- Help (User/Group Info., etc.) Option, 3-4, 3-36, 3-46, 4-1
- Home Page, MailMan Home Page Web Address, 4
- How to
  - Obtain Help Online, 2
- How To
  - Choose Your Message Display Order, 2-13
  - Name Your Mail Baskets, 2-3
  - Set Your Default Message Reader, 1-21
  - Set Your Delivery Basket Privileges, 2-5
  - Set Your Mail Basket Prompt, 2-9
  - Use this Manual, 1

## I

- Ignore Action
  - Classic Message Reader, 1-7
- Ignore, MESSAGE ACTION DEFAULT Field Value, 3-11
- Internal Message Identification Number, 1-4, 1-11, 4-11, 4-13
- Introduction
  - Managing Your Mail, 4-1
- INTRODUCTION Field, 3-35
  - Creating or Editing, 3-37
  - Deleting, 3-39
  - Modifying, 3-38
  - Where is It Displayed?, 3-36
- Introduction To MailMan Getting Started Manual, 1

## K

- Keywords, 2, 3

## L

- Lines, 1-4, 1-11

## M

- Mail Basket Prompt, How to Set, 2-9
- MAILBOX File, 3-45
- MailMan Home Page Web Address, 4
- MAILMAN INSTITUTION Field, 3-25
  - Creating or Editing, 3-26

- Deleting, 3-28
- Modifying, 3-27
- Where is It Displayed?, 3-25
- MAILMAN SITE PARAMETERS File, 3-11, 3-25, 3-35
- Managing Your Mail
  - Introduction, 4-1
- Manuals (related), 4
- ME, P-MESSAGE FROM Field Value, 3-23
- MESSAGE ACTION DEFAULT Field, 3-11
- MESSAGE File, 4-5
- Message Filter Edit Option, 2-3
- Message Numbers, 1-3, 1-4, 1-11, 1-19, 4-11
- MESSAGE ORDER Field, 1-4, 2-14
- Message Reader
  - How to Set Your Default, 1-21
- MESSAGE READER Field, 1-21
- MESSAGE READER PROMPT Field, 1-22
- Message Readers, 1-1
  - Classic, 1-3
    - Command Actions, 4-9
  - Detailed Full Screen, 1-11
    - Command Actions, 4-7
  - Summary Full Screen, 1-19
    - Command Actions, 4-7
- Message Sent Date, 1-4, 1-11
- Messages
  - Action Codes, 4-15, 4-17
  - Displaying Action Codes, 4-15
  - Header, 3-13, 3-27
  - Organizing, 2-1
- Modifying
  - Contact Information, 3-49
  - Introduction, 3-38
  - MailMan Institution, 3-27
  - Network Signature, 3-32

## N

- Name Your Mail Baskets, How to, 2-3
- Network Signature, 3-29
  - Creating or Editing, 3-31
  - Deleting, 3-33
  - Modifying, 3-32
  - Where is It Displayed?, 3-29
- NETWORK SIGNATURE Field
  - LINE 1 OF 3, 3-29
  - LINE 2 OF 3, 3-29
  - LINE 3 OF 3, 3-29
- New Messages and Responses [NML] Option, 4-1, 4-2, 4-3

- NEW PERSON File, 3-45
- Newest First Message Order, 2-13
- NML, New Messages and Responses Option, 4-1, 4-2, 4-3
- NO, DON'T ACCEPT IT (Default Response For Delivery Basket Privileges), 2-5

## O

- OFFICE PHONE Field, 3-45
  - Creating or Editing, 3-47
- Oldest First Message Order, 2-13
- Online
  - Documentation, 2
  - Help, How to Obtain, 2
- Online Help Frames, 2
- Options
  - Banner Edit, 3-1, 3-5, 3-7
  - Become a Surrogate (SHARED,MAIL or Other), 4-1
  - Delivery Basket Edit, 2-5
  - Help (User/Group Info., etc.), 3-4, 3-36, 3-46, 4-1
  - Message Filter Edit, 2-3
  - New Messages and Responses [NML], 4-1, 4-2, 4-3
  - Other MailMan Functions, 4-1
  - Personal Preferences, 1-4, 1-21, 2-5, 2-9, 2-14, 3-1, 3-2, 3-3, 3-5, 3-7, 3-11, 3-13, 3-15, 3-16, 3-18, 3-23, 3-26, 3-31, 3-37, 3-42, 3-48, 4-1
  - Query/Search for Messages, 4-1
  - Read/Manage Messages [RML], 1-1, 1-22, 4-1, 4-2, 4-5
  - Send a Message [SML], 4-1, 4-2, 4-19
  - User Information Option, 3-4, 3-36, 3-37, 3-46
  - User Options Edit, 1-4, 1-6, 1-21, 2-9, 2-14, 3-1, 3-2, 3-3, 3-5, 3-7, 3-11, 3-13, 3-15, 3-17, 3-23, 3-25, 3-29, 3-35, 3-41, 3-45
- Organizing Your Mail Baskets and Messages, 2-1
- Orientation For MailMan Getting Started Manual, 1
- Other MailMan Functions Option, 4-1
- Overview
  - Sending Mail, 4-19
- Overview—Reading/Managing *New Messages* and Responses, 4-3

**P**

Personal Preferences Option, 1-4, 1-21, 2-5, 2-9, 2-14, 3-1, 3-2, 3-3, 3-5, 3-7, 3-11, 3-13, 3-15, 3-16, 3-18, 3-23, 3-26, 3-31, 3-37, 3-42, 3-48, 4-1  
 Banner Edit Option, 3-1, 3-5, 3-7  
 Delivery Basket Edit Option, 2-5  
 User Options Edit Option, 1-4, 1-21, 2-9, 2-14, 3-1, 3-3, 3-11, 3-13, 3-15, 3-17, 3-23, 3-25, 3-29, 3-35, 3-41, 3-45  
 P-MESSAGE FROM Field, 3-23  
 POSTMASTER, P-MESSAGE FROM Field Value, 3-23  
 Preface to the MailMan Getting Started Manual, iii  
 Preferences  
 Banner Edit Option, 3-1, 3-5, 3-7  
 Delivery Basket Edit Option, 2-5  
 User Options Edit Option, 1-4, 1-21, 2-9, 2-14, 3-1, 3-3, 3-11, 3-13, 3-15, 3-17, 3-23, 3-25, 3-29, 3-35, 3-41, 3-45  
 PREFERRED EDITOR Field, 3-41  
 Choosing, 3-42  
 Deleting, 3-43  
 When Will You Use It?, 3-41  
 Preview Messages (Classic Message Reader), 1-4  
 Priority Mail, 1-3, 1-11, 1-19, 3-15, 3-17  
 Priority Responses, 3-15  
 PRIORITY RESPONSES FLAG Field, 3-15  
 PRIORITY RESPONSES PROMPT Field, 3-17

**Q**

Query/Search for Messages Option, 4-1  
 Question Mark Help, 2

**R**

Read/Manage Messages [RML] Option, 1-1, 1-22, 4-1, 4-2, 4-5  
 Read/Rcvd, 1-4, 1-11  
 Reader, Assumptions About the, 3  
 Reading/Managing *New* Messages and Responses, Overview, 4-3  
 REQUIRE INTRODUCTIONS Field, 3-35  
 Responses are ORDINARY (Response For PRIORITY RESPONSES FLAG Field), 3-15  
 Responses are PRIORITY (Response For PRIORITY RESPONSES FLAG Field), 3-15

RML, Read/Manage Messages Option, 1-1, 1-22, 4-1, 4-2, 4-5

**S**

ScreenMan, 3-43  
 SELECTED BASKETS ONLY (Response For Delivery Basket Privileges), 2-6  
 Send a Message  
 Action Codes, 4-21  
 ASK BASKET Field, 2-9  
 MailMan Institution, 3-26  
 SML Option, 4-19  
 Send a Message [SML] Option, 4-1, 4-2  
 Sending Mail, Overview, 4-19  
 SHOW TITLES Field, 3-13  
 SML, Send a Message Option, 4-1, 4-2, 4-19  
 STATE Field, 3-45  
 Creating or Editing, 3-47  
 STREET ADDRESS 1 Field, 3-45  
 Creating or Editing, 3-47  
 STREET ADDRESS 2 Field, 3-45  
 Creating or Editing, 3-47  
 STREET ADDRESS 3 Field, 3-45  
 Creating or Editing, 3-47  
 Subject of the Message, 1-3, 1-4, 1-11, 1-19, 4-21  
 Summary Full Screen Message Reader, 1-19  
 Summary Information  
 Classic, 1-3, 1-8  
 Summary Full Screen, 1-19  
 Symbols Found in the Documentation, 1

**T**

Table of Contents For the MailMan Getting Started Manual, v  
 Toggles  
 Priority Replies Action Code, 3-22

**U**

Up-arrow, 4-14, 4-18, 4-22  
 Use this Manual, How to, 1  
 User Information Option, 3-4, 3-36, 3-37, 3-46  
 User Options Edit Option, 1-4, 1-6, 2-9, 2-14, 3-1, 3-2, 3-5, 3-7  
 ADD'L PHONE 1 Field, 3-45  
 ADD'L PHONE 2 Field, 3-45  
 ASK BASKET Field, 2-9  
 BANNER Field, 3-3  
 CITY Field, 3-45



DIGITAL PAGER Field, 3-45  
 FAX NUMBER Field, 3-45  
 INTRODUCTION Field, 3-35  
 MAILMAN INSTITUTION Field, 3-25  
 MESSAGE ACTION DEFAULT Field, 3-11  
 MESSAGE ORDER Field, 1-4, 2-14  
 MESSAGE READER Field, 1-21  
 MESSAGE READER PROMPT Field, 1-22  
 NETWORK SIGNATURE Field  
     LINE 1 OF 3, 3-29  
     LINE 2 OF 3, 3-29  
     LINE 3 OF 3, 3-29  
 OFFICE PHONE Field, 3-45  
 P-MESSAGE FROM Field, 3-23  
 PREFERRED EDITOR Field, 3-41  
 PRIORITY RESPONSES FLAG Field, 3-15  
 PRIORITY RESPONSES PROMPT Field, 3-17  
 SHOW TITLES Field, 3-13  
 STATE Field, 3-45  
 STREET ADDRESS 1 Field, 3-45  
 STREET ADDRESS 2 Field, 3-45  
 STREET ADDRESS 3 Field, 3-45

VOICE PAGER Field, 3-45  
 ZIP CODE Field, 3-45

## V

VA FileMan Line Editor, 3-43  
 VA FileMan Screen Editor, 3-43  
 VOICE PAGER Field, 3-45  
     Creating or Editing, 3-47

## W

Web Page, MailMan Home Page Web Address, 4

## Y

YES, ACCEPT IT (Response For Delivery Basket Privileges), 2-5

## Z

ZIP CODE Field, 3-45  
     Creating or Editing, 3-47

